

लाल बहादुर शास्त्री प्रशासन अकादमी  
Lal Bahadur Shastri Academy of Administration

मुसूरी  
MUSSOORIE

पुस्तकालय  
LIBRARY

110870

अवाप्ति संख्या

Accession No. ~~3536~~

वर्ग संख्या

Class No. 651.0202

पुस्तक संख्या

Book No. Cen

3rd ed



CENTRAL SECRETARIAT  
MANUAL  
OF  
OFFICE PROCEDURE

1958  
THIRD EDITION

Cabinet Secretariat  
ORGANISATION & METHODS DIVISION

## PREFACE TO THE FIRST EDITION

This volume represents the fruits of a prolonged and co-operative effort. It was begun on the main lines laid down by Shri R. A. Gopalswami. The first draft was prepared by a Committee of selected Deputy Secretaries and circulated to Ministries. After their comments and suggestions were received, a revised draft was informally introduced for trial by all Ministries. Further modifications and improvements, based on experience and on the results of O. & M. studies, have since been made.

2. It must never be forgotten, however, that Government is only a means to an end and not an end in itself. The ultimate object of all Government business is to look after the citizens' needs and to further their welfare and it is of the utmost importance that in its pursuit there should be no avoidable delay. At the same time, those who are answerable for the conduct of that business have to ensure that just and impartial treatment is meted out to all and that public property and public funds are managed with care and prudence. To show that these matters have not been overlooked, it is necessary in each case to keep a sufficient record not only of what was done but also of why it was so done.

3. The procedure prescribed in this Manual attempts to balance these conflicting considerations of speed and safety. In a dynamic welfare state that balance can never be rigidly or permanently fixed. Every rule and step in the procedure must serve a definite purpose and must stand these tests :—Is it necessary ? Is it excessive ? Is there no quicker way which would serve the purpose ?

4. All those who use this Manual should always maintain a critical attitude to its provisions. All comments and suggestions will be gratefully received and carefully considered.

S. B. BAPAT,  
*Director,*

*Organisation and Methods Division.*

NEW DELHI ;  
*The 15th March 1955.*

## PREFACE TO THE SECOND EDITION

The stock of the first edition of the Manual having run out, it has become necessary to reprint it.

2. Opportunity has been taken to bring its provisions up to date, where necessary by incorporating changes adopted during discussions at the meetings of O. & M. Officers or otherwise.

3. A new chapter on "Inspections" has also been added.

S. B. BAPAT,  
*Director,*  
*Organisation and Methods.*

NEW DELHI ;  
*The 31st July, 1956.*



## PREFACE TO THE THIRD EDITION

The stock of the second edition having been exhausted another reprint has now become necessary.

2. Opportunity has been taken to incorporate in this edition all the amendments issued since the last edition.

3. The more important amendment relate to the maintenance of a "running summary of facts" in certain types of cases (paragraphs 28-A, 29 and 36), provision regarding maintenance of a Call Book (paragraph 25-A) in introduction of special annual inspections for Establishment Sections, Cash Sections and Sections incharge of stationery furniture and stores etc. (paragraph 166). Chapter XII relating to Questions, Resolutions and other Motions in Parliament has also been revised.

S. B. BAPAT,  
*Director,*  
*Organisation and Methods.*

NEW DELHI ;  
27th February, 1958.

## TABLE OF CONTENTS

*Para No.    Page No.*

**INTRODUCTION—Description of the Machinery of Government.**      xi to xvi

**CHAPTER I—Receipt, Registration and Distribution of dak.**

Central Registry . . . . .	I	I
Receipt of dak during office hours on working days .	2	I
Receipt of dak outside office hours on working days and on Sundays and holidays.	3	I
Opening of dak . . . . .	4	2
Stamping, marking and sorting of receipts. . . .	5	2
Registration of dak in the Central Registry . . .	6	2
Distribution of dak to Sections . . . . .	7	3

**CHAPTER II—Perusal of dak.**

Perusal of dak by Section Officer . . . . .	8	4
Diarising of receipts . . . . .	9	4
Types of receipts which should be diarised. . . .	10	4
Types of receipts which should not be diarised . . .	11	5
Inter-Sectional references . . . . .	12	5
Submission or distribution of dak by diarist . . .	13	5
Perusal of dak by Branch Officers . . . . .	14	5
Perusal of dak by Deputy Secretary . . . . .	15	6
Unofficial references . . . . .	16	6
Instructions by officers for line of action . . . .	17	6
Priority in movement of dak . . . . .	18	6
Note book for important receipts . . . . .	19	6
Scrutiny of the Diary and Inter-Sectional Movement Register.	20	6

**CHAPTER III—Action on Receipts—Notes and Orders.**

Initial examination of receipts by Assistant . . .	21	7
Collection of relevant material . . . . .	22	7
Bringing a receipt on a file . . . . .	23	7
Notes . . . . .	24	7

(ii)

	<i>Para No.</i>	<i>Page No.</i>
Scope and purpose of noting by Office . . . . .	25	8
Action by Section Officer . . . . .	26	8
Noting by Branch Officer . . . . .	27	9
Notes and Orders by Deputy Secretary . . . . .	28	9
Running Summary of facts . . . . .	28-A	9
Summary for the Minister . . . . .	29	10
Interchange of notes between officers in the same Department.	30	10
Record of verbal discussions, orders and instructions .	31	10
Weekly statement of cases disposed of without reference to the Minister.	32	10
Channel for submission of cases . . . . .	33	10
Noting on unofficial references . . . . .	34	10
Examination of proposals from Attached Offices .	35	11
General instructions regarding noting . . . . .	36	11
Assistant's Diary . . . . .	37	12
Monthly summary for the Cabinet . . . . .	38	12
Monthly note for the Indian Missions abroad . . .	39	12
Examination and progressing of cases in which State Governments or other Departments, etc., are consulted.	40	13
Acknowledgements or interim replies . . . . .	41	13
Correspondence with Members of Parliament . . .	42	13
Communications to State Governments . . . . .	43	13
Communications to the Administrations of the Union Territories of Delhi, Himachal Pradesh, Manipur and Tripura.	43-A	14

#### **CHAPTER IV—Drafting.**

Draft—when to be prepared . . . . .	44	15
Wording of draft . . . . .	45	15
Authentication of Government orders . . . . .	46	15
General instructions . . . . .	47	15
Standard skeleton drafts . . . . .	48	16
Addressing Communications to Officers by name .	48-A	16
Priority marking on drafts . . . . .	49	16

**CHAPTER V—Issue and action thereafter.**

Issue . . . . .	50	17
Marking of files for "issue" . . . . .	51	17
Issue Dairy . . . . .	52	17
Distribution of work among typists . . . . .	53	18
General instructions regarding typing . . . . .	54	18
Comparison . . . . .	55	19
Submission of fair copies for signature . . . . .	56	19
General instructions regarding despatch . . . . .	57	19
Despatch by post . . . . .	58	20
Despatch of local dak by hand . . . . .	58-A	21
Return of drafts after issue . . . . .	59	22
Issue of unofficial cases . . . . .	60	22
[Omit] . . . . .	61	22
Service postage stamps . . . . .	62	22
Ordinary postage stamps . . . . .	63	23
Verification of stamp accounts . . . . .	64	23
Action after issue . . . . .	65	23
Lists of statements to be maintained by the Central Registry.	65-A	23

**CHAPTER VI—Forms and Rules of Correspondence.**

Forms of communications . . . . .	66	25
Letter . . . . .	67	25
Office Memorandum . . . . .	68	26
Memorandum . . . . .	69	26
Demi-official letter . . . . .	70	26
Unofficial references . . . . .	71	27
Endorsement . . . . .	72	27
Notification . . . . .	73	27
Resolution . . . . .	74	27
Publication of the Gazette of India . . . . .	75	28
Press communique or Press note . . . . .	76	28
Telegrams . . . . .	77	28

Express letter . . . . .	78	29
Savingrams . . . . .	79	29

**CHAPTER VII—Filing system.**

Constituents of a file . . . . .	80	30
Numbering of pages . . . . .	81	30
Punching of papers . . . . .	82	30
Serial numbers . . . . .	83	30
• Docketing . . . . .	84	30
Opening and numbering of a new file . . . . .	85	31
Separate file for each distinct subject . . . . .	86	31
Part Files . . . . .	87	31
File Register . . . . .	88	32
Movement . . . . .	89	32
Routine notes or papers . . . . .	90	32
Filing of official, demi-official and unofficial communications.	91	32
Referencing and use of slips . . . . .	92	33
Linking of files . . . . .	93	33
Priority marking on files . . . . .	94	34
Arrangements of papers on a case . . . . .	95	34

**CHAPTER VIII—Indexing and Recording.**

Index—its object . . . . .	96	35
Constituents of an index slip . . . . .	97	35
Standard “heads” and “sub-heads” . . . . .	98	36
Wording and articulation . . . . .	99	36
Example of titles . . . . .	100	36
Preparation and custody of index slips . . . . .	101	36
Two or more titles, when necessary . . . . .	102	37
Indexing of questions, bills, resolutions, etc., in the Parliament.	103	37
Printing of annual index . . . . .	104	37
Sectional Note Book . . . . .	105	37
Recording . . . . .	106	38
Destruction of ephemeral files . . . . .	107	38

Preservation of records of historical value . . . . .	108	38
Preparing a file for record . . . . .	109	39
Editing and printing of files recorded under Class "A" . . . . .	110	40
Record Room of the Ministry . . . . .	111	40
Central Secretariat Record Room (National Archives) . . . . .	112	40
Obtaining recorded files from the Section Records or the Record Room of the Ministry. . . . .	113	40
Obtaining recorded files from National Archives of India. . . . .	113-A	40
Change Slip . . . . .	113-B	41
Weeding of records . . . . .	114	41
Preservation of records and registers maintained in a Section. . . . .	115	41
Maintenance and destruction of spare copies . . . . .	116	41

**CHAPTER IX—Speed of Disposal.**

Need for ascertaining the speed of disposal. . . . .	117	42
Classification of receipts. . . . .	118	42
Sub-division of "Primary" receipts into "P" and "PX" . . . . .	119	42
Marking of receipts by Section Officer . . . . .	120	42
Control Chart . . . . .	121	43
Final disposal . . . . .	122	43
Abstract of Control Chart . . . . .	123	43

**CHAPTER X—Checks on Delays.**

Weekly Arrear Statement . . . . .	124	44
Monthly statement of cases pending disposal for over a month. . . . .	125	44
Call Book . . . . .	125-A	46
Monthly arrear statement in respect of work relating to indexing and recording. . . . .	126	47
[Omit] . . . . .	127	47
Suspense and Reminder Diary . . . . .	128	47
Register of Periodical Returns . . . . .	129	47
Responsibility of Section and Branch Officers . . . . .	130	48

**CHAPTER XI—Inter-Departmental References.**

Written reference . . . . .	131	49
Simultaneous consultation . . . . .	132	49
Oral consultation . . . . .	133	49
Officers authorised to refer files to another Ministry .	134	50
References by or to Attached and other Offices .	135	50
References to the Attorney General for India . .	136	50
Confidential character of Notes . . . . .	137	50
Inter-departmental meetings . . . . .	138	50
Correspondence between the Government of India and foreign governments and international organisations.	139	51

**CHAPTER XII—Questions and Legislation, Resolutions and other Motions in Parliament.**

Procedure and Conduct of Business in Parliament .	140	52
Questions Types and conditions of admissibility .	141	52
Advance copies of Questions . . . . .	142	52
Preliminary action on advance copies of Questions	143	52
Draft replies to Questions . . . . .	144	53
Laying of papers on the Table of either House of Parliament.	144-A	55
Subordinate Legislation . . . . .	144-B	56
Degree of priority . . . . .	145	56
Statements by Ministers on matters of public importance.	146	56
Legislation . . . . .	147	56
Resolutions . . . . .	148	57
Discussion on matters of urgent public importance for short duration or calling attention of Ministers to such matters.	149	58
Adjournment and other Motions . . . . .	150	58
Notices of Government amendments to bills, resolutions or other motions.	151	59
Scrutiny of record of proceedings in Parliament .	152	59
Register of assurances . . . . .	153	59

**CHAPTER XIII—Procedure regarding Publicity in Press.**

Communication of information to the Press . . . . .	154	61
Functions of Information Officers . . . . .	155	61
Press releases—general instructions . . . . .	156	61
Forms of Press releases . . . . .	157	61
Press Conferences . . . . .	158	62

**CHAPTER XIV—Security of Official Information and Documents.**

General provisions with regard to security of Government documents and information.	159	63
Official Reports, Pamphlets, Compilations, etc. . . . .	160	63
Communications of information to the Press . . . . .	161	64
Responsibility of the Branch Officers, Section Officers and other Officers.	162	64
Instructions regarding TOP SECRET and SECRET information and documents.	163	64
Access to Departments . . . . .	164	64

**CHAPTER XV—Inspections.**

Purpose . . . . .	165	66
Periodicity of inspections . . . . .	166	66
Authorities responsible for inspections . . . . .	167	66
Programme of inspections . . . . .	168	66
Inspection reports. . . . .	169	67
Annual Return of Inspection . . . . .	170	67

**APPENDICES****APPENDIX I—Specimens of Forms.**

(1) Receipt Register . . . . .	71
(2) Invoice . . . . .	72
(3) Section Diary . . . . .	73
(4) Register of Inter-Sectional References . . . . .	74
(5) Assistant's Diary . . . . .	75
(6) Issue Diary . . . . .	76



(7) Work Sheet . . . . .	77
(8) Despatch Register for postal dak . . . . .	78
(9) Despatch Register for dak sent locally by hand . . . . .	79
(10) Requisition for Service Postage Stamps . . . . .	80
(11) Service Postage Stamps Account Register . . . . .	81
(12) File Register . . . . .	82
(13) Movement Diary to be maintained by Stenographers/P. As. of Deputy Secretaries and higher officers.	83
(14) Sectional Note-book . . . . .	84
(15) List of files . . . . .	85
(16) Control Chart showing disposal of "Primary" Receipts.	86
(17) Statistical abstract of "Primary" receipts received and disposed of during a month.	88
(18) [Omit]	89
(19) Weekly Arrear Statement . . . . .	89
(20) Monthly statement of Cases pending disposal for over a month.	91
(20-A) Alternative form of the Monthly statement of cases pending disposal over a month.	92
(21) Abstract showing the number of cases pending disposal for over a month.	93
(22) Statement showing the number of cases pending disposal for over a month in a Ministry.	94
(22-A) Call Book . . . . .	95
(23) Monthly Arrears Statement in respect of work relating to indexing and recording of files.	96
(24) [Omit] . . . . .	97
(25) Statement of Periodical Returns and Reports . . . . .	97
(26) List of Periodical Returns and Reports . . . . .	98
(27) Register of Assurances given in Parliament . . . . .	99
(28) Annual Return of Inspections . . . . .	100
(29) Legislative proposals for Parliament . . . . .	101

<b>APPENDIX III—General instructions regarding typewriting, stencil cutting, carbon manifoldng, etc.</b>	104
<b>APPENDIX IV—Specimen forms of communications</b>	114
<b>APPENDIX V—Parts and Sections in which the Gazette of India is published and the types of matters which are to be published in each such Part and Section.</b>	122
<b>APPENDIX V-A—List showing the periods for which various registers, etc., should be preserved.</b>	124
<b>APPENDIX VI—Instructions regarding the channels of communication between the Government of India and the State Governments on the one hand, and the Foreign governments, Foreign missions in New Delhi, Heads of Indian Diplomatic Missions abroad and international organisations, on the other.</b>	125
<b>APPENDIX VII—Procedure relating to cases involving legislation in Parliament.</b>	135
<b>APPENDIX VIII—Questionnaire forms for :</b>	
(A) Annual inspection . . . . .	139
(B) Quarterly inspection . . . . .	155
(C) Inspection of Central Receipts and Issue Section	162
(D) Supplementary Questionnaire for Administration Establishment Section.	169
(E) Supplementary Questionnaire for Cash Section	173
(F) Supplementary Questionnaire for Section in Charge of Furniture, Stores and other Office Equipment.	180

## INTRODUCTION

### DESCRIPTION OF THE MACHINERY OF GOVERNMENT

---

#### A—THE EXECUTIVE

**1. Sovereignty of the people.**—India is a Sovereign Democratic Republic. The Constitution gives it a parliamentary form of Government based on universal adult franchise. The ultimate sovereignty thus rests with the people. The executive authority or Government is accountable for all its decisions and actions to the people through their elected representatives assembled in the legislature.

**2. The President.**—All executive authority of the Union, including the Supreme Command of the defence forces, formally vests in the President. In actual practice, however, he always acts as the constitutional head of a parliamentary democracy. As an elder statesman chosen as the head of the State by the free will of the people, the President commands universal respect and high esteem and his wise counsel is always available but every act or decision of Government expressed to be taken in his name is based on a decision taken by or under the authority of a Minister or the Council of Ministers.

**3. Council of Ministers.**—The executive power is exercised by the Council of Ministers with the Prime Minister as its head. The Prime Minister is appointed by the President. The other Ministers are appointed by the President on the advice of the Prime Minister. The Council of Ministers is collectively responsible to the Lok Sabha.

The Council of Ministers comprises Ministers who are members of the Cabinet, Ministers who are not members of the Cabinet and Deputy Ministers. The Cabinet consisting of Ministers of the first category shapes and finally determines the policy of Government. The Ministers who are not members of the Cabinet also attend meetings of the Cabinet when matters concerning their Ministries are to be considered by the Cabinet.

**4. Distribution of legislative functions between the Union and the States.**—The Constitution provides for a three-fold distribution of legislative functions between the Union and the States. Matters in relation to which the Union Parliament has exclusive power to make laws are enumerated in List I *i.e.*, the Union List in the Seventh Schedule. The legislatures of Part 'A' and Part 'B' States have similarly exclusive power to make laws in relation to any of the matters enumerated in List

II, *i.e.*, the State List. The Parliament as well as the legislatures of Part 'A' and Part 'B' States can make laws with respect to matters detailed in List III, *i.e.*, the Concurrent List. In case of conflict, laws of Parliament prevail over State legislation. The residuary power of legislation *i.e.*, with respect to matters not enumerated in the Concurrent List or State List, vests in the Union.

5. *Allocation and transaction of Government Business.*—Rules of Business have been framed under Article 77(3) of the Constitution to regulate the allocation of the business of Government among Ministers and its more convenient transaction.

The allocation is made by the President on the advice of the Prime Minister by specifying the items of business allotted to each Ministry\* and by assigning a Ministry or a part of a Ministry or more than one Ministry to the charge of Minister. The Minister-in-charge is, sometimes, assisted by a Deputy Minister who performs such functions as may be assigned to him in relation to the business allotted to the Ministry.

The business allotted to a Ministry is normally disposed of by, or under the direction of, the Minister-in-charge except when it is necessary or desirable to submit a case to the Prime Minister or the Cabinet or any of its Committees. Certain classes of cases have also to be submitted to the President before the issue of orders. When a decision taken in one Ministry is likely to affect the transaction of business allotted to any other Ministry, the concurrence of the latter is also secured before the issue of the orders. If there is a difference of opinion which cannot be resolved by discussion between the Ministries concerned, the matter is submitted to the Cabinet for a decision.

6. *Ministries.*—A Ministry is responsible for the formulation of the policy of Government within its sphere of responsibility as well as for the execution and review of that policy.

Normally, a Secretary to the Government of India is the administrative head of a Ministry. He is the principal adviser of the Minister on all matters of policy and administration within his Ministry.

Where the volume of work in a Ministry exceeds the manageable charge of a Secretary, one or more wings may be established with a Joint Secretary, in-charge of each wing. In such cases a Joint Secretary is vested with the maximum measure of independent functioning and responsibility in respect of all business falling within his wing subject, however, to the general responsibility of the Secretary for the administration of the Ministry as a whole.

---

\*The term Ministry should be deemed to include a Department of the Government of India, *e. g.*, the Department of Atomic Energy.

For the efficient and expeditious disposal of business allotted to it, a Ministry is divided into Divisions, Branches and Sections. A Section is under the charge of a Section Officer. It consists of a certain number of Assistants and Clerks and deals with work relating to the subjects allotted to it. It is also referred to as the "Office". A Branch, which normally consists of two Sections, is under the charge of an Under Secretary who is also called a Branch Officer. Two Branches ordinarily constitute a Division which is normally the charge of a Deputy Secretary.

**7. Attached and Subordinate Offices.**—Where the execution of the policies of Government requires decentralization of executive direction and the establishment of field agencies, a Ministry has under it subsidiary organisations which are called Attached and Subordinate Offices. The Attached Offices are responsible for providing executive direction required in the implementation of the policies laid down by the Ministry to which they are attached. They also serve as repository of technical information and advice to the Ministry on technical aspects of question dealt with by them. The Subordinate Offices function as field establishments or as agencies responsible for the detailed execution of the decisions of Government. They generally function under the direction of an Attached Office, or in cases where the volume of executive direction involved is not considerable, directly under a Ministry.

## B—FINANCIAL SYSTEM

**8. Fundamental features.**—To safeguard the rights and interests of the tax-payer in the field of financial administration, the Constitution makes three fundamental provisions, namely:—

- (i) No tax can be levied or collected except by authority of law. This embodies the well known principle of "no taxation without representation";
- (ii) No expenditure can be incurred from public funds except in the manner provided in the Constitution, and in accordance with law, *i.e.*, unless it has been sanctioned by Parliament; and
- (iii) The executive is bound to spend the money in the manner as sanctioned by Parliament. This control is exercised through the Comptroller and Auditor General.

**9. Consolidated Fund and Public Account.**—According to the provisions of the Constitution, all receipts and disbursements of the Government of India are kept in two separate parts, namely, the Consolidated Fund and the Public Account, as follows:—

(i) **Consolidated Fund.**—Except where otherwise provided in the Constitution, revenues received by the Union Government, loans raised by it, and moneys received in repayment of loans form the Consolidated Fund. No moneys can be withdrawn from this Fund except under the authority of an Act of Parliament.

(ii) **Public Account.**—All other receipts and disbursements such as deposits, service funds, remittances etc., go into the Public Account. They are not subject to the vote of Parliament.

10. **Contingency Fund.**—During the course of a year, it may be found necessary to incur expenditure which has not already been authorised by Parliament. To meet such unforeseen needs, a Contingency Fund has been established under Article 267 of the Constitution to provide an imprest which can be drawn upon pending authorisation of the expenditure by Parliament. The administration of the Fund vests in the Ministry of Finance.

II. **Annual Financial Statement or Budget.**—An estimate of all anticipated revenue and expenditure of the Union Government for the coming financial year is laid before the Parliament towards the end of February every year. This is called the “Annual Financial Statement” in the Constitution or “Budget” in common parlance.

The estimates of expenditure show separately (i) the expenditure charged upon the Consolidated Fund which is not submitted to the vote of Parliament, and (ii) other expenditure which is subject to the vote of Parliament. Expenditure on revenue account is also distinguished from expenditure met from capital account.

The budget also contains (i) a review of the financial position of the preceeding year, (ii) proposals for fresh taxation if additional money is needed to cover a deficit, and (iii) proposals for financing (for example, by raising public loans) capital expenditure such as irrigation, hydro-electric or other schemes.

12. **Demands for Grants.**—The presentation of the Annual Financial Statement is followed by a general discussion in both the Houses of Parliament. The estimates of expenditure, other than that charged are then placed before the Lok Sabha in the form of “Demands for Grants”. A separate Demand is ordinarily made for each Ministry. The Lok Sabha has the power to assent to a demand, to refuse it or to reduce it. It has no power to increase a demand or to alter the allocation of expenditure from one head to another.

13. **Appropriation Act and Finance Act.**—The Appropriation Act which is passed each year by the Parliament authorises the drawal of moneys from the Consolidated Fund to meet the grants already made and the expenditure charged on the Consolidated Fund. The tax proposals of the budget are embodied in another bill which is passed as the “Finance Act” of the year.

14. **Supplementary, additional or excess Grant.**—A Supplementary, additional or excess demand is presented to Parliament when the amount already granted for a particular service is found insufficient, or it is

found necessary to incur expenditure upon some new service not originally contemplated, or to obtain sanction of the Parliament to unforeseen expenditure met from the Contingency Fund. The procedure for the presentation and passing of these demands is broadly the same as for the Annual Demands for Grants.

**17. Procedural Rules.**—The procedure for the preparation of the budget, the distribution of sanctioned grants amongst the controlling authorities, control over expenditure, reconciliation of accounts, obtaining additional funds, re-appropriation or surrendering of savings, and other allied matters is described in detail in the General Financial Rules, Vol I.

**16. Comptroller and Auditor General.**—The Comptroller and Auditor General is responsible for bringing to account the receipts and expenditure of Government (except Railways and Defence Services and any other Ministry or Service the accounts of which are maintained by departmental authorities) and for auditing all expenditure. (He exercises similar functions in respect of the accounts and audit of the receipts and expenditure of the States also.) The independence of the Comptroller and Auditor General has been fully safe-guarded by the Constitution in a variety of ways.

The accounts are compiled by the Comptroller and Auditor General and laid before Parliament, together with his Audit Reports thereon, in two parts, namely (i) Finance Accounts which give a comprehensive picture of the entire receipts and expenditure of Government and (ii) Appropriation Accounts in which are given details of the amount sanctioned in the Appropriation Act or Acts and the amount actually spent under each grant.

The Audit Report on the Finance Accounts gives an authoritative and impartial review of public finances. The Audit Report on the Appropriation Accounts contains the comments of the Auditor General on the regularities and the propriety of expenditure of Government.

**17. Public Accounts Committee.**—The Appropriation Accounts and the Audit Report thereon are finally examined by a Committee of the Parliament known as “Committee on Public Accounts”. The main function of this Committee is to see that the moneys shown as having been disbursed were legally available for and applicable to the service or purpose to which they have been applied or charged and that there were no irregularities in the spending of public money by the executive. The Committee may also examine such other accounts laid before Parliament as it may think fit. The Committee may offer criticisms and make recommendations upon any matter discussed in the Appropriation Accounts or in the Audit Report and make a report to the Parliament.

## C—FUNCTIONS OF CERTAIN STATUTORY AUTHORITIES SET UP UNDER THE CONSTITUTION

**18. Attorney General for India.**—The Attorney General for India is the highest legal adviser to the Government of India and is usually consulted in all matters of importance involving interpretation of the Constitution or other laws. He also appears in the Supreme Court on behalf of Government to conduct important cases. He has a right to speak and take part in the proceedings in Parliament and occasionally does so when matters involving legal aspects are under consideration.

**19. Union Public Service Commission.**—The main function of the Union Public Service Commission is to hold examinations for recruitment to the Union services and to advise on the principles and methods of recruitment to the civil services and posts and on the suitability of candidates for appointment to such services and posts.

The Commission also advise on disciplinary matters affecting Government servants. The other functions of the Commission are described in Article 320 of the Constitution.

**20. Election Commission.**—The Election Commission is mainly responsible for the superintendence, direction and control of the preparation of electoral rolls for, and the conduct of all elections to Parliament and to the Legislature of every State and of elections to the offices of the President and the Vice-President and the appointment of Election Tribunals for the decision of doubts and disputes arising out of or in connection with elections to Parliament and the Legislatures of States. In order to ensure that the party in power is not able to influence the conduct of elections, the independence of the Commission has been safeguarded under the Constitution.

**21. Commissioner for Scheduled Castes and Scheduled Tribes.**—The Commissioner for Scheduled Castes and Scheduled Tribes has been appointed under Article 338 of the Constitution for investigating all matters relating to the safe-guards provided under the Constitution for the Scheduled Castes, Scheduled Tribes, other Backward Classes [as the President may on the recommendations of the Commission appointed under clause (i) of Article 340 specify] and Anglo-Indians and reporting to the President upon the working of these safe-guards at such intervals as the President may direct.



## CHAPTER I

### RECEIPT, REGISTRATION AND DISTRIBUTION OF DAK

**1. Central Registry.**—The Central Registry in each Ministry will receive all communications (called “receipts” in official parlance) addressed to the Ministry and distribute them to the various Sections. The Registry should, as far as possible, be centrally situated so that it may serve all sections with equal speed and efficiency.

**2. Receipt of dak during office hours on working days.**—(i) All dak, local and postal including registered and insured articles, addressed to a Ministry/Office will be received during office hours by the receipt clerk.

(ii) Communications addressed to an officer by name and brought by hand will be received by the officer concerned direct or by his personal Assistant or stenographer on his behalf. Every officer going on tour or leave is expected to make adequate arrangements for the receipt and handling of dak addressed to him during his absence. If no such arrangements have been made the communications addressed to him will be received and acknowledged by the receipt clerk and passed on to the officer who is looking after his work.

(iii) Correspondence of any kind addressed to the Minister will be received by his Private Secretary, Personal Assistant or by his Personal Section, if one exists.

(iv) In every case the receipt should be acknowledged by the recipient signing his name in full and in ink.

**3. Receipt of dak outside office hours on working days and on Sundays and holidays.**—(i) Communications not addressed to officers by name will be received by the clerk on duty in the Central Registry or the Resident Clerk, as the case may be. Where no such arrangements exist communications of immediate nature only will be received at the residence of the officer designated for the purpose.

(ii) Receipts marked “Immediate” will be sent without delay by the clerk on duty or the Resident Clerk, as the case may be, to the sections concerned if there is staff on duty. If there is no such staff on duty, only communications which are so urgent as to demand the attention of the officers concerned before the forenoon of the next working day will be sent to their residences. The rest will be kept back for distribution to the sections concerned on the morning of the next working day.

(iii) If any papers are sent to officers at their residences, the resident clerk or the clerk on duty will send them in a closed cover and obtain acknowledgement in a peon-book. If an officer returns a file or sends it direct to another officer through the same peon, he should make an appropriate entry in the peon-book.

**4. Opening of dak.**—(i) Covers received in ordinary postal dak and addressed to an officer by name will be sent to him unopened forthwith. If the officer concerned is absent on tour or on leave, such covers should be sent to the officer who is looking after his work.

(ii) Covers marked “Secret” or “Top Secret”, which are not addressed to an officer by name, will be sent to the officer authorised to receive and open such communications. These will be dealt with by him in accordance with the security instructions.

(iii) All other covers will be opened by the Receipt Clerk who will also check, as far as practicable, the enclosures and make a note on the receipt of papers if any, found missing.

**5. Stamping, marking and sorting of receipts.**—(i) Each receipt will be stamped with a date stamp (*vide*

Ministry of.....
Recd. on.....
C. R. No.....
Sec. Dv. No.....
Classification.....

facsimile in the margin). Receipts will then be sorted out Section-wise. To help in the allocation of receipts, an alphabetical index of the subjects dealt with in each Section will be supplied to the

Receipt Clerk and kept up-to-date by the Administration Section of the Ministry. He should consult his Section Officer or Branch Officer when in difficulty or doubt, about the proper allocation of a receipt.

(ii) Receipts will unereafter be passed on to the Registering Clerk or Clerks for registration and distribution (*vide* paragraph 6 below).

(iii) Telegrams and other receipts marked “Immediate” and “Priority” will be separated from other dak and dealt with first.

**6. Registration of dak in the Central Registry.**—(i) Every receipt will be registered by the Registering clerk in a Receipt Register [Appendix I(1)] which will contain the following columns:—

- Serial No. (This will be referred to hereafter as C. R. No.).
- Number and Date of receipt (*i.e.*, as given by the sender).
- Designation and/or name of the sender.
- Section to which marked.

(ii) The C. R. No. will also be entered simultaneously on the receipt in the space provided in the stamp affixed (*vide* paragraph 5 above). The date of receipt of communications in the Ministry will be entered across the page of the Register in red ink at the beginning of each day.

(iii) The number of Receipt Registers to be maintained should be determined according to the convenience and volume of work in each Ministry. It should ordinarily correspond to the number of registering clerks, that is to say, there should be one register for every registering clerk, each being allotted a certain number of Sections.

(iv) Covers marked "Secret" or "Top Secret" which are sent to the officer authorised to open such covers will be stamped by him with a date stamp and registered in a separate Receipt Register.

**7. Distribution of dak to Sections.**—(i) The Registering Clerk will then prepare, in duplicate, an invoice of receipts, separately for each Section, in the prescribed form [Appendix I (2)] and send the receipts along with both copies of the invoice to the Section concerned, where they will be received by the Diarist. The latter will check the receipts with the C.R. Nos. shown in the invoice and return its duplicate, duly signed. The duplicate copies of invoices will be checked and filed date-wise in the Central Registry and bound together at the end of each month.

(ii) Receipts will be distributed to Sections at regular intervals twice or thrice during the day, say at 11 a.m., 2 p.m. and 4 p.m. Telegrams and other receipts marked 'Immediate' or 'Priority' will however be sent to Sections as and when received. Ordinary receipts received after 4 p. m. may be held over for distribution on the next working day.

## CHAPTER II

### PERUSAL OF DAK

**8. Perusal of dak by Section Officer.**—The Diarist will place all the receipts in the 'dak' tray on Section Officer's table as and when they are received from the Central Registry. The Section Officer will:

- (i) go through the receipts and classify them according to the instructions contained in Chapter IX;
- (ii) select receipts which should be seen by the Branch Officer or higher officers at the dak stage and indicate the designation of the officers to whom they should be submitted for perusal;

**NOTE**—Receipts which disclose existing or likely audit objections and draft audit paragraphs will invariably be shown to the Secretary Joint Secretary in dak.

- (iii) mark other receipts to the dealing Assistants (which term in the Manual will, unless the context otherwise requires, be deemed to include Upper Division Clerks and such of the Lower Division Clerks as are entrusted case work); and
- (iv) make over the entire dak to the Diarist.

**9. Diarising of receipts.**—(i) The Diarist will then "diarise", *i.e.*, enter up the receipts in the Section Diary [Appendix I(3)]. He will at this stage complete columns 1 to 7 of the diary at the beginning number of the receipt in the space provided for the purpose in the stamp put on the receipts in the Central Registry (*vide* para 5).

(ii) The date of entry of communications in the Section Diary would be written in red ink across the page of the Diary at the beginning of each day.

(iii) Receipts mis-sent to a Section should not be diarised but returned promptly to the Central Registry for retransmission to the Section concerned. Where possible, an indication of the Section actually concerned should also be given.

**10. Types of receipts which should be diarised.**—(i) Subject to the exceptions enumerated in paragraph 11, the following types of receipts will be entered in the Section Diary:—

- (a) All communications received from outside;
- (b) All *independent* notes received from any officer or any Section;
- (c) Extracts of notes retained from files of, or copies of office memoranda, circulars, extracts, etc., received from any Section for *action*.

(ii) A file referred to another Ministry/Office unofficially should be diarised each time it is received back. Previous and later references will, however, be linked by giving the earlier and later diary numbers against each entry.

(iii) Unofficial references and telegrams will be entered in the Section Diary in *red ink*.

**11. Types of receipts which should not be diarised.**—The following types of receipts should not be diarised:—

- (i) un-signed communications on which no instructions have been recorded by officers and which no action is to be taken;
- (ii) identical representations (only one copy, namely, that received first should be diarised);
- (iii) post copies of telegrams and routine acknowledgments;
- (iv) copies of miscellaneous circulars, office memoranda, extracts, etc., circulated by the Administration (or General or Co-ordination) or by any other Section for *general information* e.g. orders of general application, telephone lists notices of holidays, change of address, tour programmes, etc.;
- (v) inter-sectional references which under para 12 should be entered up in the Inter-Sectional Movement Register; and
- (vi) any other types of receipts which by a specific office order issued in the Ministry should not be diarised.

**12. Inter-Sectional references.**—(i) Files or notes received from other Sections for comments, etc., which would be returned to the originating Section in original should be registered in the Inter-Sectional Movement Register [Appendix I(4)].

(ii) Where such a file is sent by the receiving Section to an outside Ministry/Office, it should on return be diarised in the Section Diary of that Section and a cross reference given against the relevant entry in the Inter-Sectional Movement Register.

(iii) The record of movement and return of Inter-Sectional references will be kept in column 7 of the register.

**13. Submission or distribution of dak by diarist.**—Receipts intended for submission to the Branch Officer and higher officers will be sent to them by the Diarist in batches, as soon as diarised, in special pads bearing a distinguishable label "Dak for Perusal". Those marked to the dealing Assistants will be distributed to them simultaneously.

**14. Persual of dak by Branch Officers.**—The Branch officer will—

- (i) go through the dak sent to him,
- (ii) remove receipts which he himself can dispose of without the assistance of the office, and those which in his opinion are

important enough to be seen by higher officers at the dak stage or on which he desires their instructions, and

- (iii) return the rest to the Section Officer who will then mark them to the Assistant concerned.

**15. Perusal of dak by Deputy Secretary.**—The Deputy Secretary may, at his discretion, submit to higher officers any receipts which he thinks should be brought to their notice and/or on which he desires their instructions at the stage. He will also take action on as many of the receipts which are submitted to him in dak as can be dealt with by him without the assistance of office.

**16. Unofficial References.**—A file which is referred unofficially to another Ministry will on its return be submitted in dak to the officer who last noted upon it and he will ordinarily deal with it himself.

**17. Instructions by officers for line of action.**—(i) Branch Officer, Deputy Secretary or any other higher officer to whom receipts are submitted in dak should give directions, wherever necessary, as to the line of action which he would like office to take. When he proposes to deal with a receipt himself, he should ask for the file to be put up to him with relevant papers without any noting. Receipts on which no special instructions are given will be initialled by him in token of his having seen them.

(ii) The Section Officer will see whether any of the receipts are of a difficult nature or present any special features which require his personal attention. He will deal with such receipts himself or give special instructions to the dealing Assistant as necessary.

**18. Priority in movement of dak.**—All officers must give the perusal of dak highest priority. Personal Assistants and Stenographers should treat the receipts moving up and down as "Immediate". Every Section Officer should keep a careful watch on any hold-up in its movement. The diarist will bring to his notice any papers which are not received back from officers within 24 hours.

**19. Note-book for important receipts.**—The Section Officer will keep a note in his personal Note-book or desk calendar of important receipts requiring prompt action or on which action is required to be completed by a specified date with a view to keeping a watch on progress of action.

**20. Scrutiny of the Diary and Inter-Sectional Movement Register.**—The Diarist will be responsible for the over-all maintenance of the Diary and the Inter-Sectional Movement Register. The Section Officer should scrutinize them once a week to see that they are being properly maintained and append his dated initials in token of the scrutiny.

## CHAPTER III

### ACTION ON RECEIPTS—NOTES AND ORDERS

**21. Initial examination of receipts by Assistant.**—(i) Soon after the receipts are made over to him, the Assistant will read them one by one and sort them out according to priority. “Immediate” and “Priority” receipts will be taken up first, care being taken at the same time that ordinary receipts are not left unattended to for an unduly long period.

(ii) The Assistant will check the enclosures and if any is found short or missing, he will bring the fact to the notice of the Section Officer and also suggest suitable action for obtaining the missing papers.

(iii) If any other Section or Sections are concerned with any part or aspect of a receipt, the Assistant will send relevant extracts through the Section Officer to the Section or Sections concerned for remarks or necessary action.....

**22. Collection of relevant material.**—The next stage of action by office is to collect the material required for taking action on a receipt. This will ordinarily consist of (a) the file on the subject, if one already exists, (b) other files or papers, if any, referred to in the receipt and (c) any other material of the nature described in items (iii) and (iv) of paragraph 25 below. For this purpose the Assistant will consult the Indexes, File Registers, Sectional Note-book of important decisions and other relevant books, Acts, Rules, Regulations, etc.

**23. Bringing a receipt on a file.**—A receipt will be brought on to a current file if it relates to a subject on which a file already exists. If not, it will be necessary to open a new file for initiating action on the receipt. The receipt will then be docketed and referenced in the manner described in Chapter VII.

**24. Notes.**—(i) ‘Notes’ are the written remarks recorded on a paper under consideration to facilitate its disposal. They may consist of a precis of previous papers, a statement on an analysis of the question or questions requiring decision, suggestions as to the course of action and orders passed thereon.

(ii) A note recorded by a Minister, the Prime Minister or the President may be referred to as a “Minute”.

(iii) The Assistant or Clerk should append his initials with the date on the left below his note. The Section Officer shall also likewise put his dated initials below the note of the Assistant/Clerk, except when disposing of a paper within the powers delegated to him, in which case he will sign his name in full on the right hand side.

(iv) *The name, designation and telephone number of the officer signing a note should invariably be typed or stamped with a rubber stamp below his signature.*

**25. Scope and purpose of noting by office.**—When the line of action on a receipt is obvious or is based on a clear precedent or practice or has been indicated by the Branch Officer or Deputy Secretary in the directions given by him on a receipt, a draft reply, where necessary, should be put up for approval without much noting. In other cases office will put up a note. It will be the duty of the office—

- (i) to see whether all the facts, so far as they are open to check, are correct;
- (ii) to point out any mistakes or mis-statements of facts;
- (iii) to draw attention, where necessary, to the statutory or customary procedure and to point out the law and rules and where they are to be found;
- (iv) to supply other relevant facts and figures available in the Ministry and to put up precedents or papers containing previous decisions of policy;
- (v) to state the question or questions for consideration and to bring out clearly the points requiring decision; and
- (vi) to suggest a course of action, wherever possible.

**26. Action by Section Officer.**—(i) Section Officer will scrutinise the note of Assistant, add his own remarks or suggestions where necessary and submit the case to the Branch Officer or higher Officer.

(ii) Section Officers are authorised and expected independently to take action of the following type—

- (a) intermediate routine action on all cases, *e.g.*, issuing reminder, acknowledgement, etc.;
- (b) final disposal of routine cases, *e.g.*, those in which factual information of a non-confidential nature has to be called for from, or to be supplied to, a Ministry; and
- (c) any other action which by a general or specific office order a Section Officer is authorised to take independently.

(iii) The delegations under clause (c) above should be made in terms of specific items of work done in each Section and should be reviewed from time to time after taking into account the nature of work and the individual capabilities of the Section Officer concerned. Due regard should also be paid to the statutory and other limitations. For instance, before a Section Officer is allowed to attest entries in Service Books, it would be necessary to make a formal delegation.



Similarly, communications which operate as an order of Government—issued in the name of the President must always be signed by an officer authorised to authenticate such orders.

(iv) While signing official communications relating to matters within his own powers, the Section Officer may use his name and designation.

**27. Noting by Branch Officer.**—(i) A Branch Officer will dispose of as many cases as possible on his own responsibility but will take the orders of Deputy Secretary or higher officers on cases of an important nature or those involving questions of policy. He should endeavour to reduce the number of cases to be submitted formally to the Deputy Secretary by taking his verbal directions.

(ii) Where he has to pass orders or to make recommendations for the consideration of higher officers, he will confine his note to the actual points that should be dealt with by him without attempting to reiterate the ground already covered in the previous notes. When he agrees with the recommendations made in the preceding note, he will merely append his signature.

**28. Notes and Orders by Deputy Secretary.**—A Deputy Secretary should, ordinarily, dispose of majority of cases coming up to him on his own responsibility. He should use his discretion in taking orders of the Joint Secretary/Secretary on the more important cases, whether orally or by submission of papers. The oral method should be adopted as far as possible.

**28-A. Running Summary of Facts.**—(a) to facilitate consideration and to obviate repeated recapitulation, a “running summary of facts” should be prepared and placed on the file in a separate folder, labelled accordingly, in every case in which it is evident that such a summary would contribute to its speedy disposal.

(b) It will be the duty of the Section Officer and the Branch Officer to see—

- (i) that a summary is prepared at the earliest appropriate stage in all suitable cases, *e.g.*, those having a complicated history relating to individuals, institutions or transactions; and
- (ii) that the summary is kept up-to-date by making suitable additions as further factual developments, if any, occur.

**NOTE.**—Opinions of individual officer should not be incorporated in the summary. However, when a case is referred to another Ministry/office for advice or concurrence, the advice or views of the Ministry/office consulted should be treated as constituting a material part of the facts of the case and added to the summary.

**29. Summary for the Minister.**—Unless a running summary is already available on the file (*vide* para 28-A above) or the last note on the file will itself serve that purpose, a self-contained summary should be put up with every case submitted to the Minister. Such summary shall give all facts relevant to the case including the views expressed on the subject by the other Ministry or Ministries, if any, consulted in the matter and shall specify the point or points on which the orders of the Minister are required.

**30. Interchange of notes between officers in the same Ministry.**—Interchange of notes between officers within the same Ministry should be avoided as far as possible. The purpose can be secured by personal discussion between the officers concerned.

**31. Record of verbal discussions, orders and instructions.**—All points emerging from discussions between two or more officers and the conclusions reached should be recorded on the relevant file by the officer authorising action. Similarly, all verbal orders or instructions given by any officers and, where necessary, the circumstances leading to such orders/instructions, should be recorded on the file.

**32. Weekly Statement of cases disposed of without reference to the Minister.**—A statement of cases, other than those of a routine nature, disposed of without reference to the Minister-in-charge should be submitted to him every Monday or if Monday be a holiday, on the next working day. It will be the responsibility of the Section Officer to indicate cases which should be included in this statement.

**33. Channel for submission of cases.**—(i) The channel for submission of cases will ordinarily be: Section Officer—Branch Officer—Deputy Secretary—Joint Secretary-Secretary—Minister, cases moving up to the stage necessary.

(ii) Selected Assistants may be authorised to submit cases direct to Branch Officers.

(iii) Section Officer may be permitted to submit certain types of cases direct to Deputy Secretary and the Branch Officer to the Joint Secretary or Secretary. Similarly, Deputy Secretary may, in specified cases, deal direct with the Minister.

(iv) After orders have been passed by a competent officer, the file should go back to the Section through all officers at intermediate stages to keep them informed of the decision taken.

**34. Noting on unofficial references.**—(i) Inter-departmental references broadly fall under two categories, namely—

(a) cases where reference is merely for ascertaining factual information; and

(b) cases in which the reference seeks concurrence, opinion or a ruling from the Ministry referred to.

(ii) In cases falling under (a) the Assistant in the receiving Ministry may note the required information on the file itself. In cases falling under (b), it is necessary frequently that the points involved should be examined in the receiving Ministry. The general rule to be followed in all such cases is that any examination and noting should take place off the file and only the final result should be recorded on the file by the officer responsible for commenting upon the reference. All notes off the file will be treated as 'routine' notes and the officer to whom such notes are submitted will consider these routine notes and will either accept the routine notes or record a note of his own. In the former case, he may direct that the note in question or a portion thereof should be reproduced on the main file for communication to the Ministry concerned. In the latter case, if the final note is written by hand, it should be written on the file itself and a copy thereof kept as a record of the final disposal. If the last note is typewritten, it should be typed on the file, a carbon copy being made on the routine sheet. The main file should thereafter be returned to the referring Ministry; the routine notes which are retained in the Ministry to which the reference is made, will serve as a record of the view taken in the Ministry for future reference.

(iii) Where a note on file is recorded by an officer after obtaining the orders of a higher officer the fact that the views expressed therein have the approval of such officer should be specifically mentioned.

**35. Examination of proposals from Attached Offices.**—Officers in the Secretariat Departments and those in Attached Offices are expected to maintain close personal contact between themselves in order to ensure that every important proposal or scheme is formulated after joint consultation and discussion at the lowest appropriate level. When proposals so formulated are referred to the Ministry/Department, they should ordinarily be dealt with by the Branch Officer or the Deputy Secretary himself and should not be subjected to a detailed examination at lower levels as a matter of course.

**36. General instructions regarding noting.**—(i) All notes should be concise and to the point. Excessive noting is an evil which should be avoided. It is to be assumed that the 'Paper Under Consideration' and the previous notes, if any, will be read by the officer to whom a case is submitted. The reproduction verbatim of extracts from, or paraphrasing of the P.U.C. or of notes of other Ministries on the same file should, therefore, be avoided.

(ii) Any officer who has to note upon a file on which a "Running Summary of Facts" is available should, in drawing attention to the facts of the case, refer to the "summary" without repeating any part of the facts in his own note.

(iii) *If apparent errors in the note of another Ministry have to be pointed out or if the opinion expressed therein has to be criticised, care should be taken that the observations are couched in courteous and temperate language free from personal remarks.*

(iv) If the Branch Officer or higher officer has made any remarks on a receipt these should first be copied out and then the note should follow. No note should be written on the receipt itself except in very routine matters.

(v) When arising out of a single case there are several points requiring orders, each point should be noted upon and submitted to Branch Officer and/or higher officers separately. Such notes will be called "Sectional Notes" and at the time of recording will be placed after the main notes in the file.

**37. Assistant's Diary.**—(i) Every Assistant will maintain a running record of the papers including inter-Sectional references received and dealt with by him in the form given in Appendix I(5). Besides receipts marked to him, cases going back to him for re-examination or further action such as putting up a draft, etc., will be included in this Diary. Proper maintenance of the Diary should help the Assistant in completing the weekly arrear statement [paragraph 124].

(ii) As soon as a primary receipt is finally disposed of (cf. para. 65(ii)), the Assistant will indicate its diary number together with the date of disposal at the bottom of the last current page in the rectangular space provided for the purpose.

(iii) The Diarist will obtain the diaries from the Assistants, at least once a week, to post columns 8 and 9 of the Section Diary and to score off entries in the Control Chart (cf. paras 121 and 122). He will also initial the last current page of the Assistant's Diary against the rectangular space in token of his having posted the final disposal in the Section Diary.

**38. Monthly Summary for the Cabinet.**—The Rules of Business prescribe that each Ministry shall submit to the Cabinet a Monthly Summary of its principal activities and such other periodical returns as the Cabinet may require from time to time. It will be the responsibility of each Branch Officer to indicate cases which should be included in the Monthly Summary and other periodical returns. Reports will be made to the Administration or Co-ordination Section who will consolidate them for submission to the Cabinet by the prescribed date.

**39. Monthly note for the Indian Missions abroad.**—Each Ministry will forward to the Ministry of External Affairs every month, by the date fixed for the submission of its monthly summary to the Cabinet a note describing such of its activities as are likely to be of interest to the

Indian Missions abroad. The notes will be consolidated and forwarded to the Missions by the Ministry of External Affairs. A copy will also be sent to the Cabinet Secretariat.

**40. Examination and progressing of cases in which State Governments or other Ministries, etc., are consulted.**—Where State Governments or other Ministries, etc., are consulted in any matter, the preliminary examination and, where necessary, tabular consolidation of the replies should be started as soon as replies begin to arrive and not held over till the receipt of all the replies or the expiry of the target date. The relevant file together with the consolidated statement of replies should be submitted to the appropriate senior officers for information at regular intervals and, where necessary, to the Minister. On the expiry of the target date, orders should be obtained whether the State Governments etc., whose replies have not been received may be allowed an extension of time or whether the matter may be proceeded with without waiting for the outstanding replies.

**41. Acknowledgements or interim replies.**—(i) *Acknowledgements.*—(a) All communications from Members of Parliament, recognised associations, public bodies and responsible members of the public which cannot be answered promptly, should ordinarily be acknowledged suitably.

(b) When a communication is wrongly addressed to a Ministry, the receiving Ministry will, while transferring it to the Ministry concerned, indicate whether or not its receipt has been acknowledged. When a communication is acknowledged by the first Ministry, the sender will also be informed of the fact of transfer.

(ii) *Interim Replies.* (a) If delay is anticipated in sending out a final answer, an interim reply may be sent to the party concerned.

(b) A suitable interim reply should immediately be sent to all demi-official letters which cannot be answered promptly.

(c) When a demi-official letter addressed to the Minister by name is sent into the office and if the matter under reference cannot be immediately disposed of, a draft interim reply should be put up forthwith.

**42. Correspondence with Members of Parliament.**—Communications received from Members of Parliament should be given high priority. All replies to such communications should ordinarily be issued with the approval of the Secretary or Joint Secretary concerned.

**43. Communications to State Governments.**—All communications to State Governments except those of a purely routine nature should ordinarily issue under the orders of an officer not lower in rank than a Deputy Secretary.

**43-A. Communications to the Administrations of the Union Territories of Delhi, Himachal Pradesh, Manipur and Tripura.—(i)** In all correspondence or noting the administrative set up of a Union territory shall be referred to as “Administration”.

(ii) All official communications of a routine nature, which are clearly relatable to a particular department of the administration, will ordinarily be addressed to the Secretary in the appropriate department. Communications of a general character or those which require urgent attention at a level higher than the departmental Secretary will be addressed either to the Lt. Governor or the Chief Commissioner (as the case may be) or to the Chief Secretary, as the importance of the matter may require.

(iii) Official as well as demi-official communications on all matters of importance and urgency will be addressed direct to the Lt. Governor or the Chief Commissioner concerned as the case may be.

## CHAPTER IV

### DRAFTING

**44. Draft—When to be prepared.**—(i) Except when the line of action on a case is obvious, a draft of the communication proposed to be sent out will be prepared after orders have been passed by the competent officer indicating the terms of the reply to be sent.

(ii) A Branch Officer or a higher Officer who has formulated his ideas on a case may himself prepare a draft and authorise its issue or submit it to the next higher officer for approval, as the case may be. In other cases a draft will be prepared by office.

**45. Wording of a draft.**—(i) A draft should convey the exact intention of the orders passed. The language used should be clear, concise and incapable of misconstruction. Lengthy sentences, abruptness, redundancy, circumlocution, superlatives and repetitions, whether of words, expressions or ideas, should be avoided. Communications of some length or complexity should generally conclude with a summary.

(ii) The various forms of communications and the circumstances in which they should be made use of are described in Chapter VI.

**46. Authentication of Government orders.**—(i) All orders and other instruments made and executed in the name of the President should be signed by an officer authorised to authenticate such orders under the Rule issued by the President under Clause (2) of Article 77 of the Constitution (Appendix I).

(ii) Where the power to make orders, notifications, etc., is conferred by a statute on the Central Government, such orders and notifications will be expressed to be made in the name of the Central Government.

**47. General Instructions.**—(i) A draft will be prepared on Form No. S. 5 (and draft continuation sheet, when necessary) and written or typed in half margin and on both sides of the paper. Sufficient space should be left between successive lines so as to admit of a word or a phrase if necessary.

(ii) A slip bearing the words "Draft for Approval" should be attached to the draft. If two or more drafts are put on a file, the drafts as well as the D.F.A. slips will be numbered "D.F.A.I.", "D.F.A. II", "D.F.A. III" and so on.

(iii) The number and date of the communication replied to or of the last communication in a series of correspondence on the same subject should always be referred to. The endorsement on a communication should also always refer to the last communication on the subject received from, or sent to the office to which the endorsement is addressed.

Where it is necessary to refer to more than one communication or a series of communications, this should be done in the margin of the draft. The subject should be mentioned invariably in all communications including reminders.

(iv) A draft should show clearly the enclosures which are to accompany the fair copy. To draw the attention of the typist, the comparers and the despatcher, a diagonal stroke should be made in the margin. The number of enclosures should also be indicated at the end of the draft on the left bottom of the page thus "Encls. Nos.....".

(v) If copies of an enclosure referred to in the draft are available and have not therefore to be typed, the fact should be clearly stated in the margin of the draft for the guidance of the typist.

(vi) All drafts put up on a file should bear the number of the file. When two or more letters, notifications, etc., are to issue from the same file on the same date to the same addressee, the serial number should also be given in addition in order to avoid confusion in reference, thus, (i) 8/5(I)54-Ests., and (ii) 8/5(II)/54-Ests.

(vii) Where State Governments or Ministries, etc., are consulted on any matter, time-limit for replies should ordinarily be specified.

(viii) The name, designation and telephone number of the officer, over whose signature the communication is to issue, should invariably be indicated on the draft for the guidance of the Central Registry. The officer concerned will initial on the draft in token of his approval.

**48. Standard skeleton drafts.**—For communications of repetitive nature, approved standard skeleton forms should be drawn up, and cyclostyled or printed. These may be submitted to the officer concerned with a fair copy for signature.

**48-A. Addressing communications to officers by name**—No communication, other than a d.o. letter should be addressed or marked to an officer by name unless it is intended that the matter raised therein should receive the personal attention of the officer concerned either because of its special urgency/importance or because some ground has already been covered by personal discussion and the officer to whom the paper is being marked would be in a position to record his views or decisions straightway. When a paper is so marked to an officer by name, reminders pertaining thereto should also be sent to the same officer (or if he has since been transferred to another charge, to his successor) by name.

**49. Priority Marking on Drafts.**—The drafts of all letters which are to issue as "Immediate" or "Priority" will be so marked under the orders of an officer not lower in rank than a Section Officer.



## CHAPTER V

### ISSUE AND ACTION THEREAFTER

**50. Issue.**—The term “issue” is used to signify the various stages of action after approval of a draft, namely typing of fair copy, the examination of the typed material, submission of the fair copy for signature and finally the despatch of the communication to the addressee. This, in fact, constitutes the major part of the functions of the Central Registry.

[The procedure detailed in this Chapter relates only to the issue of files and papers other than those classified as “Top Secret” or “Secret”.]

**51. Marking of files for “issue”.—**(i) After a draft has been approved, it will be marked for “issue” by the Section Officer. Except when it is necessary to send the whole file for preparing copies of the enclosures, etc., the draft will be removed and sent to the Central Registry without the file, but secured in a file board or a flap, the file itself remaining in the custody of the Diarist till the return of the draft from Central Registry after issue. An appropriate entry (*e.g.* “Draft to C.R. on.....”) will be made by the Diarist in the File Register (paragraph 88). When a file also is to be sent to the Central Registry, the Section Officer will write the words “with file” on the draft.

(ii) If there is more than one draft for issue on the same file, the Section Officer will indicate in brackets on each of them the total number of drafts sent for issue, *e.g.*, “Issue (3 drafts)”.

(iii) Before marking a draft for “issue”, the Section Officer will see that it is letter-perfect, *i.e.* all corrections, etc., have been properly carried out. Where a draft has been extensively altered and it is necessary to have a clean copy made for use as an office copy, the Section Officer will give clear direction to that effect on the draft. He will also indicate the number of spare copies required, if any.

(iv) If any papers are to be despatched by special messenger or issued under registered post or under Postal Certificate or as Express Delivery, necessary instructions should be given on the draft while marking it for issue. Cheques, bills, agreements, service books, notices or any other valuable documents should always be sent under registered post, acknowledgement due, and where necessary, under an insured cover.

**52. Issue Diary.**—(i) The Central Registry will maintain Issue Diary [Appendix I(6)] in which all files received will be entered serially. The date of receipt will be written across the page at the beginning of each day.

(ii) Telegrams and drafts marked 'Immediate' should be entered in red ink to distinguish them from the rest for immediate action.

(iii) Every draft will be stamped with a rubber stamp as per facsimile given in the margin. The first two entries in the stamp will be made by the Clerk maintaining the Issue Diary.

Received on .....
Issue Dy- No, .....
Typed by .....
Checked by .....

(iv) At the end of the day, the Diarist will submit the Issue Diary to the Section Officer who will inspect it with a view to finding out the extent of arrears in his Section. He will then arrange to expedite action on the outstanding cases.

**53. Distribution of work among typists.**—(i) The Section Officer will distribute work among typists as evenly as possible. He will maintain a Work Sheet in the form given in Appendix I(7). A page of stencil will be reckoned as one and a half page of plain typing.

(ii) Each typist will return to the Section Officer the work remaining unfinished at the end of each day.

**54. General instructions regarding typing.**—(i) Drafts marked 'Immediate' or 'Priority' will be taken up first. The attention of the examiners will be drawn to the priority marking when such drafts are passed on to them.

(ii) Fair copies of all communications will be typed in the appropriate prescribed form of suitable size. Printed forms should be used as far as available.

(iii) A margin should be left on the left hand side of the front page and on the right on the reverse.

(iv) Marginal entries, unless they are very small, should be inserted in an indenture which should be demarcated by a line ruled or typed on the top, bottom and the side of the indenture facing the body of the communication.

(v) Fair copies should generally be typed with single spacing.

(vi) The name of the officer is to sign the fair copy should be typed in brackets above his designation. His telephone number should also be typed below the designation. In demi-official letters, however, the designation and telephone numbers will not be given.

(vii) Enclosures to accompany a communication, should be indicated by drawing an oblique line (thus/) in the margin against the paragraph in which the enclosures are referred to. The number of enclosures should be typed at the bottom, on the left side of the fair copy thus 'Enclosures—Nos.....'.

(viii) When more than 16 copies are required, a stencil should be cut.

(ix) The typist should type his initials with date at the left hand bottom corner of the fair copy, e.g., NCK/13-5-54.

(x) Further detailed instructions regarding typing, carbon manifold, stencil cutting, etc., which should be borne in mind by the typing staff are given in Appendix III.

**55. Comparison.**—As soon as he has finished typing, the typist should initial the draft in the space provided in the rubber stamp mark [*vide* paragraph 52(iii) above] and pass it on to the examiners, who will compare and check the fair copies with the draft. The examiner will initial (with date) the draft in token of his having checked the fair copies in the space provided in the rubber stamp mark referred to above. He will then attach enclosures, if any, and write the word “attached” below the oblique line on the draft.

**56. Submission of fair copies for signature.**—(i) The examiner will send the fair copies complete with enclosures and the duplicate office copy, if any, together with the approved draft in a signature pad to the officer concerned for his signature. Officers will give the signature pads the highest priority. Private Secretaries, Personal Assistants and Stenographers should treat the pads moving up and down as “Immediate”.

(ii) On return of the pad, the examiner will see that the fair copies have been duly signed by the officer and that corrections, if any, made by the officer while signing are carried out in all the copies. He will then pass on the signed fair copies, together with the drafts and the relevant files, if any, to the despatcher.

**57. General instructions regarding despatch.**—(i) The despatcher will make sure that the fair copies have been duly signed. He will date both the fair copy and the draft/office copy on the day on which they are actually issued. If the fair copy already bears a date on which it could not issue, the date should be corrected to accord with the date of its actual despatch. The despatcher will also stamp the draft/office copy with a rubber stamp as per facsimile given in the margin and will initial (with date) in the space provided on the stamp in token of his having issued the fair copy.

<p><b>ISSUED</b> on _____ by _____</p>	
--	--

(ii) As far as possible, the despatcher will send out the fair copies to the addressees on the same day. In no case, will he detain any outgoing communication for more than twenty-four hours without the prior permission of the Section Officer.

(iii) He will write the word “sent” against each oblique line on the margin of the draft in token of despatch of enclosures. When an enclosure has to be sent separately, a note to that effect should be made.

on the communication (both fair and office copy) and the enclosure accompanied by a slip indicating the number and date of the communication to which it relates.

(iv) He will separate the communications to be sent by post from those to be delivered by hand and the two types of communications will be entered separately in the appropriate registers [*vide* paragraphs 58(i) and 58-A (i)].

(v) He will further ensure:—

(a) that ordinarily covers are not used for out-going communications unless they are either to be despatched by post or are marked 'Secret' or are addressed to an officer by name;

(b) that, as far as possible, all communications intended for the same addressee are placed in a single cover;

(c) that covers of suitable size only are used;

(d) that economy slips (S. 87) are used for all covers containing non-secret communications except when the contents are bulky or when it is proposed to send the cover insured (these slips should not be used for covers addressed to members of the public, private bodies or foreign Governments); and

(e) the number and date of the communication are written on each cover.

**58. Despatch by post.**—(i) Communication to be sent by post will be entered in the Despatch Register described in Appendix I(8).

(ii) Telegrams should be entered in red ink and the time of despatch noted against each entry below S. No. Simultaneously, the serial number allotted to a telegram in the Despatch Register should be noted at a convenient place on the receipt portion of the telegram to facilitate the tracing of the relevant receipt, if necessary.

(iii) In the case of a communication sent by registered post, acknowledgement due, the number and date of the communication should be written on the "acknowledgment card" so that the card when received can be sent to the section concerned for being kept on the relevant file.

(iv) The Daftry attached to Central Registry will close the addressed envelopes and packets. He will also weigh them and affix stamps of the required value. The value of stamps will be entered by the Despatcher in column 4 of the Despatch Register.

(v) All covers sent by post under service postage stamps will be franked with a rubber stamp bearing the facsimile impression of the signature of the officer in-charge of the Central Registry, failing which the article is liable to be overcharged or withheld by the postal authorities.

(vi) The expenditure incurred each day on Service postage stamps will be totalled up at the end of the day by the Despatcher who will record the daily total in the Despatch Register and the Stamp Account Register [para 62(ii)].

(vii) Receipts for telegrams and registered and insured letters etc., should be checked carefully by the despatcher. They should be filed properly and preserved for at least six months.

**58-A Despatch of local dak by hand.**—(i) *Despatch register for local dak*.—The despatcher will enter communications intended for local delivery by hand in the despatch register described in Appendix I (9).

(ii) *Peon Book*.—To facilitate quick delivery of papers and tracing of entries relating thereto in the event of their alleged non-receipt, peon-books (S. 38) should be numbered serially and adequate number of books allotted to each Ministry/Office or a group of Ministries/Offices. All communications to be despatched will be sorted out by the despatcher according to their addressees and entered in Peon Books allotted to each addressee or group of addressees.

In respect of “immediate” communications the Despatcher will also note in the peon-book the time of despatch against the relevant entry.

After the dak has been delivered, the despatcher will examine the peon-books to see that all the communications entered therein have been duly acknowledged by the addressees with their dated signatures in ink.

(iii) *Despatch of immediate dak*.—(a) Immediate papers received by the despatcher *during office hours*, should be sent to the addressees at once.

(b) If a file or a communication is of such urgency that it should reach the addressee that day itself even after hours, the officer last dealing with the file or authorising the issue of the communication will record specific instructions to that effect. In the absence of such clear instructions the despatcher will not send any papers to the residence of an officer after office hours. Files and papers of such an urgent nature will be marked or addressed to the officer concerned in the receiving Ministry/Office by name.

(iv) *Despatch of ‘Priority’ dak*.—Priority communications received for despatch during working hours should be sent to the addressees at once but those which are not likely to reach their destination before the closing hour should be held over for despatch on the next working day.

(v) *Despatch of 'Non-priority' dak.*—Non-priority dak will be cleared at least twice a day at suitable intervals which should be so planned that the last batch of outgoing communications is normally delivered to the addressees as early as possible before the day's closing hour and the rush towards the end of the day avoided. Communications received after the despatch of the last batch should be held over till the next working day.

**59. Return of drafts after issue.**—(i) After issue of a fair communication the despatcher will make over the office copy together with the relevant file, if any, to the clerk maintaining the Issue Diary. The latter will return the papers to the Section concerned after making an entry in the Diary.

(ii) The Diarist of the Section will report to the Section Officer every evening the number of drafts not received back within two days from the date they were sent to the Central Registry.

**60. Issue of un-official cases.**—Un-official files will be issued and entered in a Despatch Register [Appendix I(9)] to be maintained by Sections themselves. The Diarist will before despatch of an un-official file prepare, in duplicate, a challan in form No. S. 15, of papers to be sent. One copy of the challan will be placed on the bottom of case and the other made over to the dealing Assistant who will mark it for being brought forward on a specified date. The challan will then be kept in place of the file on the suspense shelf. The un-official file will then be entered in a Peon Book and sent to the Despatcher in the Central Registry who will arrange to have it delivered to the addressee and return the Peon Book to the Section concerned.

**61. [Omitted.]**

**62. Service Postage Stamps.**—(i) *Receipt and custody of Stamps.*—The Section Officer in-charge of the Central Registry will obtain its requirements of Service Postage Stamps from the Cashier against requisitions to be made in the form given in Appendix I (10). The stamps actually issued by the Cashier will be detailed by him on the reverse of the form and acknowledged by Section Officer.

(ii) *Stamp Account Register.*—The despatcher will maintain an account of the Service Postage Stamps received and expended, in the form given in Appendix I(ii). Stamps received from the Cashier will be brought on to this register as soon as they are received. The total value of Service Postage Stamps expended every day as shown in col. 4 of the Despatch Register for postal dak will be brought on to this register and the balance struck every day. The Section Officer will check the entries made in the register every day and append his dated signatures in token of his having done so.

(iii) *Surprise checks*.—The Section Officer will, during the course of the day, make surprise checks of any envelopes ready for despatch by post and verify that the stamps affixed thereon tally with the entries in the Despatch Register.

**63. Ordinary Postage Stamps.**—Ordinary postage stamps (and *not* service postage stamps) should be used for official correspondence and articles sent by foreign post to countries other than the U.K. and other Commonwealth countries. A separate issue register will be maintained for keeping a record of such issues and an account of the expenditure incurred thereon. The Section Officer in-charge of Central Registry should inspect this register and also exercise a physical check on the balance of stamps available with reference to the entries made in the register.

**64. Verification of Stamp Accounts.**—The Stamp Account Registers referred to in paragraphs 62 and 63 above will be inspected once a month by the Under Secretary in-charge of the Central Registry, who will verify the balance of stamps by physical count and note on the registers the result of his inspection. He will also carry out surprise checks to satisfy himself that the registers are properly maintained.

**65. Action after issue.**—(i) Central Registry will send the drafts after issue to the Section Officer concerned. The latter will pass them on to the Diarist who will place the drafts on the top of the files already with him [*vide* paragraph 51(i) above] and make them over to the dealing Assistants after making an entry of the movement in the File Register (Paragraph 88).

(ii) If the communication issued constitutes final disposal of the “Paper under consideration”, the file will be marked for record through the Section Officer in accordance with the procedure laid down in Chapter VIII. Care must be taken to see that final disposal has indeed taken place before a file is so marked. The best guidance will be found in answers to two questions, namely, (a) is any further action pending on the paper or papers under consideration on the file and (b) has a complete reply been sent to the source from which the paper under consideration emanated?

(iii) If a reply to the communication issued is to be awaited or further action on the file is to be resumed at a later date, the Assistant will mark the file for “reminder” or “suspense”, as the case may be, through the Section Officer. A note of such files will be kept by the dealing Assistant in the Suspense or Reminder Diary (of paragraph 128).

**65-A. Lists and statements to be maintained by the Central Registry.**—To facilitate quick delivery of papers, the Central Registry in each Ministry/Office will maintain:—

- (a) *lists of residential addresses and telephone numbers of its officers and staff;*
- (b) *lists of Ministries/Offices which have a Resident Clerk/Clerk on duty for receipt of dak outside office hours and on Sundays and holidays;*
- (c) *list of residential addresses and telephone numbers of officers of other Ministries/Offices designated to receive immediate papers and papers dealing with parliamentary business outside office hours, vide para 3(i).*

Such lists will be kept at a prominent place easily accessible to the Despatcher, the Resident Clerk or the clerk on duty.



## CHAPTER VI

### FORMS AND RULES OF CORRESPONDENCE

**66. Forms of Correspondence.**—Written communications issuing from a Ministry/Office shall be in one or the other of the following forms:—

- (i) Letter
- (ii) Office Memorandum
- (iii) Memorandum
- (iv) Demi-official Letter
- (v) Unofficial Memorandum/Note
- (vi) Endorsement
- (vii) Notification
- (viii) Resolution
- (ix) Press Communique/Note
- (x) Telegram
- (xi) Express Letter
- (xii) Savingram

Each one of the above forms has a use and in some instances a phraseology of its own.

Specimen of the above forms of communications are given in Appendix IV.

**67. Letter.**—(i) Letter is the most common form used for all formal communications to foreign Governments, State Governments, Attached and Subordinate Offices, and other offices such as the Union Public Service Commission, and associations—Public or of Government servants, public bodies and also individuals. It is not used for correspondence between different Ministries of the Government of India.

(ii) A letter is composed of the following parts :—

- (a) letter head bearing the name of the Government of India and that of the Ministry;
- (b) number and date of communication;
- (c) name and/or designation of the sender;
- (d) name and/or designation of the addressee;
- (e) subject;
- (f) salutation ;

- (g) main text of the letter;
- (h) subscription; and
- (i) signature and designation of the sender.

(iii) Official letters emanating from a Ministry and purporting to convey the views or orders of the Government of India must specifically be expressed to have been written under the direction of Government.

(iv) Letters addressed to official authorities should begin with the salutation 'Sir' and those addressed to non-official individuals or groups of individuals with 'Dear Sir/Sirs'. Those addressed to firms should begin with the salutation 'Dear Sirs' or 'Gentlemen'. All official letters terminate with the subscription 'Yours faithfully' followed by the signature and designation of the person signing the letter.

(v) In official letters from heads of individual offices (such as Director-General of Archaeology) or from individual officers who do not write by direction of Government but on their own authority the form "I am directed to" is replaced by "I have the honour to".

**68. Office Memorandum.**—This form is used for correspondence between the Ministries of the Government of India. It is written in the third person and bears no salutation or subscription except the signature and designation of the officer signing it. The name of the Ministry to which the communication is addressed is shown below the signature on the extreme left of the page. The use of this form in correspondence with attached and subordinate offices should be avoided.

**69. Memorandum.**—This is used (i) in reply to petitions, applications for appointments, etc.; (ii) in acknowledging the receipt of communications; and (iii) for conveying information not amounting to an order of Government to subordinate authorities. This is also written in the third person and does not contain a salutation or subscription except the signature and designation of the officer who signs it. The name and/or designation of the addressee is indicated below the signature on the left side of the page.

**70. Demi-Official Letter.**—(i) This form is used in correspondence between Government Officers for an interchange or communication of opinion or information without the formality of the prescribed procedure and also when it is desired that a matter should receive the personal attention of the individual addressed or when it is intended to bring to the personal notice of an officer a case on which action has been delayed and official reminders have failed to elicit a suitable reply.

(ii) Communications to non-officials may be in the form of demi-official letters, but should not be referred to as such.

(iii) A demi-official communication is addressed personally to an officer by name. It is written in the first person singular in a personal and friendly tone with the salutation "My dear....." or "Dear....." and terminating with "Yours sincerely". It is signed by the officer generally without mentioning his designation.

**71. Unofficial References.**—Unofficial references can be made in two different ways, namely:—

(i) by sending the file itself to a Ministry/Office with a note recorded thereon; or

(ii) by sending a self-contained note or memorandum.

This method is generally employed in Ministries (or between a Ministry and its Attached Offices) for obtaining the views, comments etc., of other Ministries on a proposal, obtaining a clarification etc., of the existing instructions, or requisitioning papers or information etc. No salutation or complimentary closing words are used in this form.

**72. Endorsement.**—(i) This form is made use of when a paper is returned in original to the sender or is referred to another Ministry or to an Attached or Subordinate office (either in original or by sending a copy thereof) for information, remarks or disposal, or where a copy of a communication is to be forwarded to others in addition to the original addressee. In the last case the endorsement may take one or other of the following forms:—

"A copy (with a copy of the letter to which it is a reply) is forwarded to .....for information/  
for Information and guidance/for necessary action/for favour of a  
reply/for early compliance."

(ii) Copies of financial sanctions issued by administrative Ministries where required to be communicated to the audit authorities through the Ministry of Finance are also sent by means of an endorsement.

(iii) This form should not, however, be used in communicating copies to State Governments which should generally be done in the form of a letter.

**73. Notification.**—This form is used for notifying by publication in the Gazette of India the promulgation of rules and orders, delegation of powers, appointments, leave and transfers of gazetted officers, etc. (*See* also paragraph 75).

**74. Resolution.**—This form of communication is used for making public announcements of decisions of Government on important matters of policy, appointment of committees or commissions of enquiry and of the results of the review of important reports of such bodies. Resolutions are also usually published in the Gazette of India.

**75. Publication of the Gazette of India.**—The Gazette of India is published in four parts, each part comprising a number of sections. While sending any matter for publication in the Gazette, the following instructions should be observed:—

- (i) The part and the section of the Gazette in which the matter is to be published (*vide* Appendix V) should invariably be indicated on the top of the copy for the guidance of the press.
- (ii) The original type-script copy, duly signed by a competent officer, should alone be sent to the press. Cyclostyled copy, carbon copy or a copy which does not bear the officer's signature would not be accepted by the press. Corrections, if any, in the copy sent to the press, should be legible and duly attested by the officer signing it.
- (iii) No matter should be required to be published in a Gazette Extra-ordinary unless it is of such an urgent nature that it cannot wait until the publication of the next ordinary issue of the Gazette.
- (iv) In fixing the date which a Gazette Extra-ordinary should bear, the time-schedule prescribed by the Chief Controller of Printing and Stationery should be observed. Where for any special reasons this is not practicable, the Government press should be consulted before fixing a date.
- (v) The notification or the forwarding letter to be published in a Gazette Extra-ordinary should invariably be signed by an officer not lower in rank than a Joint Secretary.

**76. Press Communique or Press Note.**—A Press Communique or Press Note is issued when it is sought to give wide publicity to a decision of Government. Press Communique is more formal in character than Press Note and will be reproduced intact by the press. Press Note on the other hand is intended to serve as a hand-out to the press which they may edit, compress or enlarge, as they may choose.

**77. Telegrams.**—(i) *When to be sent.*—A telegram should be issued only on occasions of urgency. As fast air-mail services exist, no telegram should be sent if a letter superscribed with the appropriate priority marking or an Express letter can serve the purpose.

(ii) *Text.*—The text of a telegram should be brief but clarity should not be sacrificed for brevity.

(iii) *Kinds of telegrams.*—Telegrams are of two kinds :—

- (a) *En Clair* telegrams which are worded in plain language and are sent direct to telegraph offices. There are issued by the Ministries concerned through their Central Registry.

(b) *Cypher and Code telegrams* relate to matters of secret and confidential nature and are therefore sent in code or cypher. These are transmitted through and cleared by the Central Cypher Bureau of the Ministry of External Affairs. Detailed instructions in regard to the editing, numbering and treatment of these telegrams have been issued by the Ministry of External Affairs and should be strictly complied with.

(iv) *Priority Indications*.—(a) There are five priority indications authorised for use in State telegrams, *viz.*, SVH (*i.e.* telegrams relating to the safety of human life in maritime or aerial navigation, inland and overseas) “Most Immediate”, “Operation Immediate”, “Immediate” and “Important”. Their use is regulated by rules issued by the Director-General, Posts and Telegraphs, which also specify the officers authorised to use these priority gradings.

(b) The power to use priority gradings shall not be delegated to any other officer and a priority telegram signed “BY ORDER” will not be accepted, save in cases specified below:—

- (1) an indication authorised for use by any particular officer may be exercised by that officer’s immediate deputy (and no one else) when the authorised officer is away from the head-quarters ;
- (2) in exceptional circumstances any officer may use any degree of priority he considers necessary but he will report his action to his superior stating the circumstances and will be held personally responsible for justifying his action.

(c) The above priority indications and the procedure to be followed in making use of them also apply to Telephone Trunk Calls.

(v) *Post copies*.—All telegrams issued other than cypher and code telegrams should be followed by post copies.

**78. Express Letter.**—An Express Letter should be worded like a telegram and should be given the same priority by the recipient. This form should as far as possible be made use of in the place of telegrams except in cases of utmost urgency.

**79. Savingrams.**—(i) Express letter may also be used in overseas correspondence but when the subject of such a communication is of such a secret nature that it is necessary to put it in cypher or code, the form of savingram should be used instead.

(ii) A savingram is cleared by diplomatic bag or through registered insurance mail and is received and distributed to all concerned simultaneously by the cypher staff. As in the case of cypher telegram, a savingram should be worded as briefly as possible and there should be no enclosure attached to it.

## CHAPTER VII

### FILING SYSTEM

**80. Constituents of a File.**—(i) *Notes and Correspondence.*—Two main parts of a file are (a) 'Notes' and (b) 'Correspondence' each one of which is placed in a separate cover. The former contains notes recorded on a "Paper Under Consideration" and "Fresh Receipt" if any. The "Correspondence" contains all communications received and office copies of out-going communications.

When the 'notes' or the 'correspondence' portion of a file becomes bulky (say exceeds about 100 pages on any side), it should be bound and marked 'Volume I'. Further action on the subject will be continued on a new volume of the same file, both the covers of which will be marked 'Volume II' and so on.

(ii) *Appendix to Notes or Correspondence.*—If the inclusion of any detailed information in the "Notes" is likely to obscure the main point at issue or make the note unnecessarily lengthy, such information or details will be incorporated in a separate and self-contained summary or a statement which will be placed in a separate cover called "Appendix to Notes". Similarly, if enclosures to a communication received or issued consist of a large mass of material, they should be placed in a separate cover called "Appendix to Correspondence".

**81. Numbering of pages.**—Every page in each part of the file should be consecutively numbered in separate series. Blank intervening pages, if any, should not be numbered.

**82. Punching of Papers.**—Every paper shall be punched at the left-hand top corner to the correct gauge ( $\frac{3}{4}$  of an inch from either side) before it is tagged to the correspondence or notes.

**83. Serial Numbers.**—Every communication, whether receipt or issue, together with its enclosures kept in the "Correspondence", will be given a serial number in red ink on its first page, preferably on the right top corner. The first communication will be marked, "Serial No. 1" and the subsequent ones will bear consecutive serial numbers in a single series.

**84. Docketing.**—(i) Docketing is the process of making entries in the "Notes" portion of a file about each Serial Number (Receipt or Issue) in the "Correspondence" for its identification. A receipt will be docketed by writing in red ink, across the page, the Serial Number of the communication followed by its number and date and the designation/name of sender [e.g. Serial No. 4 (Receipt)—No. 32/14-52-Admn. dated 28th August 1954, from the Secretary, Planning Commission]. An "Issue" will be docketed by entering the Serial No. given

to it, followed by the date of its issue and the name and designation of the addressee [*e.g.* Serial No. 5 (Issue)—Dated 30th August 1954, to the Secretary, Planning Commission].

(ii) The name of the Ministry and Section and the subject of the file will be given on the top of the first page of the "Notes" before docketing the first Serial.

**85. Opening and numbering of a new file.**—(i) Each Section will maintain an approved list of main subjects (known as 'standard heads') bearing consecutive serial numbers. The list will be scrutinised and brought up to date at the beginning of every calendar year. As far as possible 'standard heads' will be allotted the same numbers year after year. A new head may be added to the list with the approval of the Section Officer during the course of the year, if found necessary.

(ii) When it is necessary to open a new file (*vide* paragraph 23) the Assistant will first ascertain the "standard head" under which it should be opened. He will then prepare a suitable title (*vide* paragraphs 97 and 99) and allot it a serial number under the standard head after consulting the File Register (paragraph 88).

(iii) The number given to the file will consist of—(i) the number allotted to the standard head ; (ii) the serial number of the file under the standard head ; (iii) the year in which opened ; and (iv) the initials or letters used for identifying the Section. Thus files opened in the Public Section of the Ministry of Home Affairs during the year 1955 under the standard head 3 will be numbered 3/1/55-Pub., 3-2-55-Pub., and so on.

**86. Separate file for each distinct subject.**—There should be a separate file for each distinct subject. If the subject of a file is too wide or too general, there will be a tendency to place in it receipts dealing with different aspects of the matter which apart from making the file unwieldy will impede business. If the issues raised in a receipt or in the notes or in the orders passed thereon go beyond the original subject, relevant extrats should be taken and deal with separately on new files.

**87. Part File.**—(i) A part file may be opened only when the main file is not likely to be available for some time or when it is desired to consult simultaneously other Sections or officers and it is necessary for them to see the "Paper Under Consideration" and other connected papers.

(ii) A part file will normally consist of—

- (a) the original "Paper Under Consideration" or its copy and other essential papers on the "Correspondence" side ; and
- (b) the note or notes recorded or to be recorded on the "Paper Under Consideration" or a copy thereof on the "Notes" side.

(iii) A part file should be incorporated with the main file as soon as the latter becomes available.

(iv) When more than one part file is opened, each one of them should be given a distinct number, thus 3/1/54-Pub. (Part File I), 3/1/54-Pub. (Part File II).

**88. File Register.**—A record of files opened during a calendar year will be kept in a File Register, a specimen form of which is given in Appendix I (12). As soon as a new file is opened, the Assistant will inform the clerk maintaining the Register (generally the Diarist) of the number and subject allotted to it for making an entry in the Register.

**89. Movement.**—(i) All movements of a file will be routed through the clerk in charge of the File Register who will keep a record thereof in the relevant columns of the register.

(ii) Movement of files and papers of other Ministries received unofficially which will ultimately go back to the originating Ministry will be noted in the "Remarks" column of the Section Diary.

(iii) Files passed by a Deputy Secretary or a higher officer will be sent direct by his Stenographer or Personal Assistant to the officer to whom marked after keeping a note of the movement in the form given in Appendix I (13).

(iv) The movement of inter-sectional references will be recorded in column 7 of the Inter-Sectional Movement Register [Appendix 1(4) 1.].

**90. Routine Notes or Papers.**—Notes or casual discussions on points of secondary importance, routine correspondence like reminders, acknowledgements, etc., and notes intended to elucidate minor points of detail which are of an ephemeral nature should not be allowed to clutter up the main file. They should be treated as "routine" papers and placed below the file in a separate cover and destroyed when they have served their purpose.

**91. Filing of official, demi-official and un-official communications.**—(i) *Official and demi-official communications.*—All official and demi-official communications will be included in the "correspondence" portion of a file.

(ii) *Un-official communications.*—Self-contained unofficial references and replies thereto should be included in the correspondence portion of the file. Un-official references which are to be returned in original will be noted upon in the manner described in paragraph 34 without their being brought on to a file. A copy or a summary of the un-official reference, together with a copy of the note recorded on the file of the originating Ministry in reply, should be retained, when necessary, and placed in the "Notes" part of the file.



**92. Referencing and use of slips.**—(i) Referencing is the process of putting up and referring to connected records, precedents, rules, regulations, books or any other paper having a bearing on a case. Such papers will be flagged with alphabetical slips to facilitate their identification.

(ii) The slip will be pinned neatly on the inside of the page. When a number of files or papers on the same case are to be flagged, the slips should be spread over the whole width of the file so that every slip is easily visible.

(iii) The slip "P.U.C." should be attached to the paper—normally a "primary" receipt—the consideration of which is the subject matter of the file. The latest communication or a 'subsidiary' receipt which is to be considered in relation to the subject should be flagged "Fresh Receipt".

(iv) No slip other than "P.U.C." or "F.R." will be attached to any paper on a current file. Reference to them will be made by quoting the number of the page in the margin in pencil (*e.g.* page 6/notes, page 20/cor).

(v) Not more than one alphabetical slip should be attached to a recorded file or paper put up for reference.

(vi) It should be remembered that the slips are merely a temporary convenience for the quick identification of papers and should be removed as soon as they have served their purpose. To facilitate the identification of references after the removal of slips, it is necessary that the number of the file referred to should be quoted in the body of the note and the number of the relevant page together with the letter of the slip attached thereto indicated in the margin, thus:—

In the body of notes  
(F. No. 9/1/37-Ests.)

In the margin of note  
Flag G/p. 3, Notes.

Similarly a description of the Rules, Regulations, Acts, etc., together with the number of the relevant paragraph or clause referred to will always be quoted in the body of the note while in the margin will be indicated the alphabetical letters of the slip and the page number.

(vii) Books or Rules etc., referred to need not be put up on a file if copies thereof are available with officer to whom a case is submitted. This should, however, be indicated in the margin of the notes in pencil.

**93. Linking of files.**—Linking of files on which action is in progress will, as far as possible, be avoided. As a general rule this will be resorted to only when the files are inter-connected and orders have to be passed on them simultaneously. If any papers on a current file are required for reference only in connection with the disposal of another

current case, relevant extracts should be taken from the former and placed on the latter.

When files are linked, strings of the file board of the lower file but not its flaps will be tied round the upper file. The strings of the file board or flap of the upper file will be tied underneath it in a bow out of the way. Each file will thus be intact with all its papers properly arranged on its file-board.

**94. Priority marking on files.**—(i) The two prescribed priority markings to be used on files and papers are “IMMEDIATE” and “PRIORITY”.

(ii) The label “IMMEDIATE” should be used only in case of extraordinary urgency requiring instant attention and not merely to attract the attention of an officer to a paper which it is desired should not be overlooked.

(iii) The label “PRIORITY” should be used on papers which should be given precedence over others of ordinary nature to which no priority labels have been attached.

(iv) The priority marking given within a Ministry to a file is being referred unofficially to another Ministry should be examined by the Section Officer at the time of issue and removed or revised if necessary.

(v) The priority markings should be used discriminatingly. Officers through whom files pass, should keep an eye on the propriety of the priority marking affixed to them and revise or remove them if necessary.

(vi) Out-going files or letters marked “Immediate” should issue at once, but in no case should they be sent to the residence of an officer except under specific directions of a Section Officer.

**95. Arrangement of papers on a case.**—A case consists of a current file and any other files and papers, books etc., put up for reference. The papers on a current case will be placed in the following order from top downwards:—

- (i) “Notes” ending with the note for consideration.
- (ii) Draft or drafts for approval.
- (iii) “Correspondence” containing the “P.U.C.” and “F. Rs.”, if any.
- (iv) Other paper referred to (e.g. extracts from notes or correspondence of other files, resolutions, gazettes, etc.,) arranged in chronological order, the latest being placed on top.
- (v) Recorded files arranged in chronological order, the latest being placed on the top.
- (vi) Routine notes or papers placed in a cover in chronological order.

## CHAPTER VIII

### INDEXING AND RECORDING

96. **Index—Its object.**—An index of the records of a Ministry provides a means of tracing previous papers on a particular subject.

97. **Constituents of an index slip.**—(i) An index slip is composed of two parts, namely, (i) Title and (ii) File Number.

(ii) *Title of file.*—The subject given to a file is called its “title”. It should be as brief as possible but should give at a glance sufficient indication of the contents of the file so as to serve as an aid to its identification. The “title” should be divided into (a) ‘Head’, (b) ‘Sub-head’ or Sub-heads’, and (c) “content”, in the following manner:—

- (a) *Head.*—The important word that is placed first in the title, by which its alphabetical position in the index is determined and on which primarily depends the possibility of finding the title in the index, is called the ‘head’. The ‘head’ must be a word or words that will naturally occur to anyone who wants the paper. It must not be too wide.
- (b) *Sub-Head.*—The ‘head’ will be followed by a ‘sub-head’ or ‘sub-heads’, which should be more indicative of the precise subject of the file than the ‘head’. In selecting ‘sub-heads’ the consideration to be borne in mind will be the same as in selecting the ‘head’ *viz.*, that the word or words selected should be such as are likely to strike anyone in need of the papers contained in the file. Where it is necessary to have more than one sub-head in a title, the wider and more abstract should generally come before the narrower and more concrete.
- (c) *Content.*—After the ‘head’ and ‘sub-head’ will come the ‘content’. This must be as brief as compatible with expressing clearly the exact subject of the file. If a content shows at a glance, like a newspaper head-line, the exact subject of the paper, it is good content. A content worded in general terms is of little practical use, for, if it does not distinguish a file from others relating to closely similar but not indetical subjects, time may be wasted in taking out and examining several files before what is wanted is found.

(iii) *File Number.*—The ‘title’ on an index slip will be followed by a reference to the file number. The procedure for allotting a number to a new file has been outlined in paragraph 85.

**98. Standard "heads" and "sub-heads".**—Consistency is essential in the selection of both heads and sub-heads. For example, files dealing with questions of pay should be indexed always under the head "Pay" and not sometimes under 'Pay' and sometimes under 'Salary' or 'Emoluments'. This can be secured by maintaining a list of standard heads and sub-heads for recurring subjects and then adhering to them.

**99. Wording and Articulation.**—The whole title—'Head', 'Sub-head' and 'Content' should consist mainly of substantives, adjectives (where necessary) and participles. Minor parts of speech should be excluded as far as possible to make a strict alphabetical arrangement practicable. The title should be articulated, or broken up into members each consisting of as few words as possible, and each expressing an element in the subject matter. Each will begin with a capital letter and separated from the preceding one by a bold dash.

**100. Examples of titles.**—(i) A few examples of 'titles' are given below:—

<i>Subject dealt with</i>	<i>Title prepared</i>
1. Question whether it is necessary under the U. P. S. C. (Consultation) Regulations to consult the U.P.S.C. in proposals regarding extension of service of officers holding tenure posts.	U.P.S.C. (CONSULTATION) REGULATIONS— <i>Tenure Posts</i> — <i>Extension of Service in</i> —Consultation necessary.
2. Question whether merit should be regarded as the sole criterion in making promotions and confirmations in selection posts.	SELECTION POSTS— <i>Promotions and Confirmations</i> —Merit sole criterion.
3. Enquiry whether it is necessary to communicate adverse remarks in the confidential reports to person concerned in certain circumstances.	CONFIDENTIAL REPORT— <i>Adverse Remarks</i> —Circumstances in which communication necessary.

(ii) In each of the above 'titles' the words in block letters are 'heads', those italicised are 'sub-heads' and the rest of the 'title' is 'content'.

**101. Preparation and custody of index slips.**—When a new file is opened (*vide* paragraph 85), the Assistant will propose a suitable title for the approval of the Section Officer. The file will then be shown to the index clerk who will type out, in duplicate, as many index slips as there are 'heads' and 'sub-heads' in the title. On the top of the slips the 'head' and 'sub-heads' will be typed, one below the other, followed by the complete title and number of the file. He will then allot a slip to each 'head' and 'sub-head' (by scoring out entries relating to the others) and arrange the slips in alphabetical order in two sets—one for use in the Section and the other for the compiler of the annual index. He will also write the word 'Indexed' on the file cover.

102. Two or more titles, when necessary.—If two aspects of a question are very much inter-connected and are dealt with in the same file, two or more complete titles may be necessary *e.g.*, the creation of a post and the appointment of a particular officer to it. Such cases would require two independent index slips, *e.g.*—

(1) GEOLOGICAL SURVEY OF INDIA.—*Deputy Director*  
—Additional Post—Sanctioned for two years.

(2) SETHI, SHRI P. S.—*Deputy Director*.—*Geological Survey of India*.—Appointed.

103. Indexing of questions, bills, resolutions, etc., in the Parliament.—In indexing questions, bills, resolutions, etc., in the Parliament the following form of titles should be adopted to facilitate consolidation for purposes of printing:—

“LOK SABHA  
RAJYA SABHA

Questions/Resolutions

When a case relating to a question, resolution, etc., in the Parliament results in the issue of a general order, two independent index slips should be prepared in the manner indicated in paragraph 102 above *i.e.*, one under the ‘head’ Lok Sabha/Rajya Sabha and the other under the subject matter of the order.

104. Printing of annual index.—An annual index will be compiled for the Ministry as a whole and printed up at the end of each year, or more. It will include all files proposed to be preserved for 5 years. The compiler of the annual index will arrange the index slips of all the Sections in an alphabetical order in one series. In editing the index slips for printing, the full ‘title’ will appear only on the index slips bearing the ‘Head’. It will not be necessary to repeat the whole title on the subsidiary index slips bearing the ‘sub-heads’. Instead only a cross reference will be made *e.g.*—

*Main slip*

*Subsidiary slips*

U. P. S. C. (CONSULTATION)  
REGULATIONS—*Tenure Posts*  
*Extension of service in—Consulta-*  
*tion necessary.*

*Tenurs Posts*  
See “U. P. S. C. (CONSULTA-  
TION) REGULATIONS”.  
F. 5/3/52-Ests.

F. 5/3/52-Ests.

*Extension of service.*

See “U. P. S. C. (CONSULTA-  
TION) REGULATIONS”.

F. 5/3/52-Ests.

105. Sectional Note Book.—Every Section will maintain a Sectional Note Book in the prescribed form [Appendix 1(14)] for keeping a note of important rulings and decisions for ready reference.

*Section Officer will ensure that an entry in this Note Book is made under appropriate alphabetical letters at the earliest opportunity and in any case at the time when the file is prepared for record [cf. paragraph 109 below].*

**106. Recording.**—(i) Recording is the process of closing a file after action on all the issues under consideration thereon has been completed.

(ii) When the Assistant is satisfied that no further action is required to be taken on a file, he will put it up to the Section Officer for his approval to the file being recorded under one of the following Classes:—

- (a) *Class 'A'.*—Meaning 'Keep and Print'.—This class will be allotted to a file in which important questions have been discussed or which contains orders establishing important precedents or general instructions or rulings of a permanent importance and which are likely to be required frequently for reference in future in the Ministry concerned or in other Ministries. No files will be included in this class without the approval of the Branch Officer.
- (b) *Class 'B'.*—meaning 'Keep but do not Print'.—This class will also cover files which contain orders and instructions, etc., of permanent importance but which are not likely to be required very frequently for reference.
- (c) *Class 'C'.*—meaning 'Destroy after a specified number of years'.—This class will consist of files of secondary importance which it is desired to preserve for a limited period of 3, 5 or 10 years but which need not be retained thereafter.

(iii) Every file which is to be recorded will be stamped on the outer cover with the words 'For/Not for Note Book' and the Section Officer while approving the classification of the file for record, will indicate whether or not a note of the file should be kept in the Sectional Note Book by cutting out 'For' or 'Not for' as the case may be, and attest his action by putting his initials.

**107. Destruction of ephemeral files.**—Files which are of a purely ephemeral nature will not be recorded but will be destroyed as soon as they are one year old.

**108. Preservation of records of historical value.**—Care should be taken to see that files containing papers which are important or are likely to become important in future, however indirectly, as sources of information on any aspect of history whether political, military, social,

economic, etc., or which are, or may in future prove to be, of biographical or antiquarian interest are not destroyed. A few instances of records of this nature are given below:—

- (i) Originals of despatches from and to the former Secretaries of State.
- (ii) Holograph and autograph letters and originals of the notes of the former Viceroys and Governor-General, former members of Viceroy's Executive Council, the President, the Prime Minister, the Ministers, the Commanders-in-Chief and other eminent personages on important matters.
- (iii) Papers containing discussions of important principles and questions of policy.
- (iv) Papers relating to legislation enacted by the Centre.

**109. Preparing a file for record.**—After a file has been marked for record (*vide* paragraph 106), it should be arranged properly for recording. This would involve the following action :—

- (i) Amendment or revision of the title of the file, where necessitated by the development of the subject matters of the case since its start.
- (ii) Completing references, that is, removing alphabetical slips and giving permanent identification marks to the references quoted in notes and correspondence (where this has not already been done) and marking numbers of previous or later files on the subject on the cover of the file.
- (iii) Preparation of revised index slips when the title of a file is revised *vide* (i) above.
- (iv) Preparing a fresh cover for the file with the revised title and details of previous and later references, etc., where necessary.
- (v) Noting the classification and date of recording in the File Register.

Items (i) and (ii) above will be completed by the dealing Assistant himself. The file will then be passed on to the Index Clerk who will attend to the remaining items of work. He will also mark on the cover the classification of the file as approved by the Section Officer within the file. In the case of files classified 'C', the year in which it will be due for destruction, should also be written on the cover thus "Destroy in \_\_\_\_\_". The Indexing Clerk will then submit the file to the Section Officer who will initial the outer cover, below the 'classification' in token of his approval. The file will thereafter be made over to the Section Daftry who after stitching it neatly will keep it in the bundle of recorded files.

**110. Editing and Printing of files recorded under Class 'A'.—**(i) Files classified 'A' will be edited for printing by the Assistant in accordance with the detailed instructions given in Appendix III to the Rules of Printing and Binding. The Section Officer will check whether the editing has been done properly before a file is sent to the press.

(ii) The number of copies to be printed should be determined in each case according to the requirements of the Ministry itself and of other Ministries or Offices who may need copies.

**111. Record Room of the Ministry.**—Recorded files will be kept serially arranged in the Sections concerned for not more than three calendar years. Thereafter they will be transferred to the Record Room of the Ministry.

**112. Central Secretariat Record Room (National Archives).**—After a storage for a period of not more than five years in the Record Room of the Ministry, the files other than those marked 'secret' or 'top secret' will be sent to the Central Secretariat Record Room in the National Archives.

**113. Obtaining recorded files from the Section Records or the Record Room of the Ministry.**—To get a recorded file from the Section Records or from the Record Room of the Ministry, a requisition in form S-43 will be handed over by the Assistant or Section Officer to the Daftry who will take out the required file and keep the slip in its place. On return, the file will be restored to its place by the Daftry and the slip made over to the Assistant or Section Officer concerned.

**113-A. Obtaining recorded files from National Archives of India.**—(i) To get a file from the National Archives, a requisition in form S-43 will be sent over the signature of a Section Officer. If the file number or the diary number of the paper for which it is required is not known, the requisition slip should clearly specify the purpose for which, and the officer by whom, it is needed.

(ii) If the National Archives receive a requisition from a Ministry for a file belonging to another Ministry, such requisition will not ordinarily be complied with unless it is accompanied by the written consent of the owning Ministry. If the file asked for is 'Confidential' or 'Secret', it will invariably be routed through the owning Ministry.

(iii) A file borrowed from the National Archives should not be retained for more than six months. If however it becomes necessary to retain it beyond that period, the National Archives should be informed of the further period for which it is likely to be required. In the event of the file not being returned, within the period of six months or before the expiry of extended period, as the case may be, the Director, National Archives, may seek the assistance of the O & M Officer of the Ministry concerned in securing its expeditious return.



(iv) If a file borrowed by one Ministry is also required by another Ministry, it should not ordinarily be passed on direct to the other Ministry. Should this become necessary for special reasons, the file should be lent only against a requisition slip in form S-43 which should be passed on to the Director, National Archives of India, to enable him to complete his records.

**113-B. Change Slip.**—If a recorded file initially obtained for a case is subsequently put up with another case, a revised requisition slip, superscribed with the words “Change Slip” and showing the number of the new file, should be made over to the Section Daftry or the Record-keeper of the Ministry’s Record Room or sent to the National Archives, as the case may be, for replacing the original slip.

**114. Weeding of Records.**—(i) In January every year, the record-keeper of the Ministry or the National Archives will send to the Sections concerned the files marked for destruction in that year. These will then be examined by the Section Officers. Files which appear still to be of use will be kept for a further period. The remaining files will be separated from the file bundles and after being marked for destruction in the File Register or the list of files [Appendix I (15)] shall be sent to the Record Room of the Ministry for destruction. No papers marked for destruction should be sent back to the Central Secretariat Record Room in the National Archives.

(ii) Files classified as “A” and “B” should be reviewed every ten years and their classification revised if necessary.

**115. Preservation of records and registers maintained in a Section.**—(i) The destruction of records (including correspondence) connected with accounts is governed by the instructions contained in Appendix 17 to the General Financial Rules, Volume II.

(ii) The list specifying the periods for which the various registers and records prescribed in the Manual should be preserved, is contained in Appendix V-A.

(iii) To ensure that files are not prematurely destroyed nor kept for longer periods than necessary, every Ministry should issue detailed departmental office orders prescribing periods for which files treating of specified subjects should be preserved.

**116. Maintenance and destruction of spare copies.**—Each Section will keep in separate bundles spare copies of important communications issued by it. A register indicating the number and dates of the communication in respect of which spare copies have been kept will also be maintained in each Section. These bundles should be examined every year and all spare copies which are not likely to be required any longer should be destroyed under the orders of the Section Officer. Any papers which are still of use should be marked for retention till the next annual examination.

## CHAPTER IX

### SPEED OF DISPOSAL

**117. Need for ascertaining the speed of disposal.**—A knowledge of how much time is being taken in the disposal of individual items of work is of great value in providing a clue to defects in the existing procedures and other causes which hamper speed. It also provides useful data for planning further improvements and comparing the performance of one unit with that of another.

**118. Classification of receipts.**—For the purpose of measuring the time taken in the disposal of individual items of work it is necessary to classify the receipts received in a Section into two broad groups, namely:

- (i) “Primary”, or to use a brief symbol, ‘P’ receipts, *i.e.*, receipts, which provide a starting point for new action. (The interval between the date of receipt of such communication and the date of completion of final action thereon represents the time taken in its disposal.)
- (ii) “Subsidiary” or ‘S’ receipts which do not by themselves raise any distinct or new matter for action or consideration but which arise out of work already started on a “Primary” receipt. (Such receipts arise during the process of consultation with other Ministries, State Governments, etc., for getting views, comments of information in relation to matters raised in a “primary” receipt. They have no significance of their own and the date of receipt or despatch of such correspondence is of no consequence for the purpose of measuring the speed of disposal.)

**119. Sub-division of “Primary” receipts into ‘P’ and ‘PX’.**—Some “Primary” receipts will not ordinarily take very long but others, particularly those which may need elaborate examination or prolonged consultation with other Ministries, State Govts., etc., may take more than a month to dispose of. The receipts of the latter type are to be distinguished from other “Primary” receipts by using the symbol ‘PX’. The others, *i.e.*, receipts which are not likely to take more than a month in their disposal will be marked ‘P’.

**120. Marking of receipts by Section Officer.**—While going through the dak and marking it to dealing Assistants *vide* para. 8, the Section Officer will indicate on each receipt the symbol PX, P or S according as it is a “Primary” receipt which is likely to require more than a month for its disposal, or a “Primary” receipt which is likely to take less than a month for its disposal, or a “subsidiary” receipt.

**121. Control Chart.**—While diarising the receipts in the Section Diary the Diarist will not the symbol PX, P or S in column 6 of the Diary. He will also maintain a Control Chart [Appendix I (16)] in which he will enter simultaneously the diary numbers of all P and PX receipts. The latter category of diary numbers will be distinguished in the Control Chart by the letter 'X' immediately after the diary number e.g. 6701X.

**122. Final disposal.**—(i) As soon as a PX or a P receipt has been finally disposed of [*vide* para. 65 (ii)], the Assistant will make a note of its diary number in the Assistant's Diary in the manner described in para. 37 (ii).

(ii) While noting the date of final disposal in column 9 of the Section Diary against the relevant P or PX diary number *vide* para. 3 (iii) the diarist will also indicate below the date, the time taken in its disposal by making 1, 2, 3 or 4 strokes or a dash according as the disposal took place within 1, 2, 3 or 4 weeks or in over 4 weeks, respectively. He will also simultaneously score off neatly the same diary number in the control chart by making strokes or a dash in the same manner.

**123. Abstract of Control Chart.**—(i) At the end of each month the Diarist will total up separately the scored and unscored entries in the Control Chart and prepare an abstract in the form given in Appendix I (17) in duplicate. After the compilation of this abstract the scored entries will be defaced in blue pencil to facilitate the marking and counting of the disposal of arrear receipts in subsequent months.

(ii) The Section Officer will check the abstract and send one copy to the O & M Unit of the Ministry/Office by the 5th of every month.

(iii) The abstract sent by the Sections will be test-checked by the O & M Unit and consolidated in the same form in order to get a statistical picture of the speed of disposal and of the extent of arrears at the end of month for the Ministry as a whole. A copy of the consolidated statistical abstract will be forwarded to the O & M Division, Cabinet Secretariat by the 7th of every month.

(iv) The abstracts received from the Ministries will be consolidated by the O & M Division for the Government of India as a whole and utilized for preparing charts and graphs to present a comparative picture of the speed of disposal achieved by the different Ministries month by month.

## CHAPTER X

### CHECKS ON DELAYS

**124. Weekly Arrear Statement.**—(i) The Weekly Arrear Statement is intended to give a statistical picture of the number of receipts and cases received and dealt with by each Assistant during a week together with a detailed analysis of the number left over with him. This will enable the Section Officer, Branch Officer and the Deputy Secretary in-charge to keep a watch on the progress of work of each Assistant and to take suitable steps to expedite action on delayed cases.

(ii) The statement will be prepared on the last working day of every week in the form given in Appendix I(19). The Diarist will initiate action by completing the headings and columns 1, 2 and 3 of the form. In column 3 will be repeated the figures shown in column 9 of the statement of the preceding week. The statement will then be circulated by the Diarist to the dealing Assistant for completion of columns 4 to 10 with the help of the Assistant's Diary (Para. 37). Cases coming back to an Assistant for re-examination or further action, such as putting up a draft etc., will also be included. Detailed information in respect of receipts or cases in hands for over seven days will be given by Assistants in columns 1-5 of the annexure to the form. For this purpose the period of pendency of a paper with an Assistant will count from the date of its receipt by him.

(iii) The Diarist will submit the completed statement to the Section Officer on the morning of the first working day of the following week. The Section Officer will scrutinise the statement, give his remarks, where necessary, in column 6 of the annexure and submit it to the Branch Officer and Deputy Secretary on the same day.

(iv) Where the Section Officer marks any receipts to himself *vide* para 17(ii), he will indicate the position in respect of such receipts in the relevant columns of the weekly statement before it is submitted to the Branch Officer.

**125. Monthly statement of cases pending disposal for over a month.**—(i) This statement is intended to bring to the notice of Officers that cases have been pending disposal for over a month and where and why. It will be prepared in the form given in Appendix I(20) and will show particulars of all live cases pending disposal for over a month in each Section on the last day of each calendar month. A case will be treated as a live case until it has been "finally disposed of". What constitutes "final disposal" has been explained in detail in paragraph 65(ii).

(ii) Columns 1 to 5 of the statement will be completed by the Diarist from the File Register. As a general rule he will include all cases opened upto the end of the month preceding that which the return relates which have not been closed and marked for record. Receipt like u.o. files belonging to other Ministries on which action is usually taken without their being brought on to a file will be included in the statement under their Diary Nos.

(iii) Cases will be entered in the statement in order of the date of their commencement, the oldest being on the top. The statement will be brought up-to-date every month by making additional entries at the end and scoring out neatly entries of cases which have since been finally disposed of. The statement will not be recopied until it is found necessary to do so.

(iv) The statement will be submitted by the Diarist to the Section Officer by the 3rd of every month. Entries will be scrutinized by the Assistants concerned and the Section Officer to ensure that column 5 shows the latest position of each case as known to them. The Section Officer will also give his remarks where necessary, in column 6, and submit the statement to the Branch Officer by the 5th of every month with a covering note.

(v) The statement will go up to the Secretary through the Branch Officer and Deputy Secretary/Joint Secretary each of whom may give such remarks in column 6, as they may have to make regarding the latest position of a case or causes of delay including directions or suggestions for expediting action. The Secretary may bring to the notice of the Minister any cases included in the statement or submit the statement itself to him as deemed fit.

(vi) The statement will be shown to the O & M Unit on its way back from the Deputy Secretary or higher officers. The O & M Unit will draw the attention of the Secretary of the Ministry or the head of office to any cases of failure in the preparation or scrutiny of the return.

(vii) Certain Ministries/Officers may find it convenient to use the alternative form [Appendix I (20-A)] for keeping a watch on the pending files. In that case, a full sheet may be allotted to each pending file and all the sheets arranged in a chronological order, the oldest being placed on the top. When a file is finally disposed of, the relevant sheet should be crossed in red ink or chalk, removed and kept separately.

(viii) The Diarist will prepare a numerical abstract of the cases pending disposal for over a month in the form given in Appendix I(21) and submit it to the Section Officer who will scrutinize it and forward it duly signed by himself and the Branch Officer to the O & M Unit of the Ministry by the 10th of every month. The O & M Unit will

consolidate the abstracts received from all the sections and forward a copy of the consolidated statement [Appendix I (22)] to the Central O & M Division by the 15th of the month.

**125-A. Call Book.**—(i) Cases which have reached a stage when no steps could be taken by way of expediting action for a long time (e.g., cases held up in law courts) may be excluded from the monthly statement prescribed in para 125 (i) and their progress watched through a Call Book [Appendix I (22-A)].

The procedure for the maintenance of the Book is described in the following sub-paragraphs.

(ii) As soon as a Section Officer finds that no action whatsoever can or need be taken on an outstanding case for expediting its disposal—not even by way of issuing a reminder—for a period of at least six months, he will put it up to the Branch Officer for orders whether the case may be transferred to the ‘Call Book’ suggesting a date on which action on it, in his opinion, should be re-started.

(iii) Before approving the suggestion of the Section Officer, the Branch Officer will examine the case carefully and satisfy himself that the inclusion of the case in the Call Book is justified.

(iv) When a case has been transferred to the Call Book, no further action will be taken on it till the date of its reopening or till need arises to take action on it earlier in consequence of, say, the receipt of a decision of the law court or the receipt of a reply from the party concerned sooner than it was anticipated.

(v) The Section Officer will scrutinize the Call Book during the first week of every month to see that the cases which have become ripe for further action during the month (*vide* column 7 of the Call Book) are brought forward and initiated on them on due dates. The Call Book will be submitted to the Branch Officer in the second week of every month and to the Deputy Secretary once a quarter, *i.e.* during the months of January, April, July and October. They will satisfy themselves that no case on which action could have been taken suffers by its inclusion in the Call Book, and where necessary, give their remarks or directions about action to be taken on any case.

(vi) Cases already closed in which a review is contemplated after a period of six months or more will also be included in the Call Book.

(vii) When a case has been placed on the Call Book:—

(a) the ‘primary’ receipt under action will be treated as disposed of, struck off the Control Chart with two horizontal lines, and included in the appropriate column of the abstract of the Control Chart; and

- (b) it will be omitted from the monthly statement referred to in para 125(i). The number of such outstanding cases will however continue to be shown in the numerical abstract of pending cases [Appendix I (21)].

(viii) When a 'dormant' case becomes ripe for action or if action is re-started as a sequel to the receipt of a communication from the party concerned earlier than expected, the communication so received from outside or the note recorded by an office or by the office leading to the reopening of the case will be treated as a fresh primary receipt and further action watched in the usual way through the primary control chart and the monthly statement of pending cases.

**126. Monthly Arrear Statement in respect of Work relating to Indexing and Recording.**—Experience has shown that the work relating to indexing and recording of files tends to fail in arrears. To keep a watch on the progress of the work, every section will prepare a monthly statement [Appendix I (23)] showing the position as on the last working day of each month and submit it to the Branch Officer by the 7th of the following month. A copy of the return will also be sent to the O & M Unit of the Ministry.

**127. [Omit]**

**128. Suspense and Reminder Diary.**—(i) Every Assistant will maintain a Suspense and Reminder Diary in which he will enter date-wise:

- (a) all cases placed in suspense or those which have been marked for resubmission on a particular date ;
- (b) cases on which reminders are to be issued on specified dates ; and
- (c) cases which have been referred unofficially to other Ministries and the return of which is awaited.

The Government of India Engagement Diary will be used for this purpose, entries being made under the relevant date.

(ii) The Assistant will examine the Suspense and Reminder Diary every morning and will get through the Diarist the files or, in respect of files sent un-officially to other departments, the challans marked for that date. If a file is not available, the Assistant will consider whether he can send out a reminder or take any other action without the file or mark the file to be brought forward on a subsequent date. He will score off entries in his engagement diary as he takes action on them.

**129. Register of Periodical Returns.**—(i) To ensure the punctual receipt, preparation and despatch of periodical reports, returns, summaries, etc., each Section will maintain a Register in the form described in [Appendix I (25)].

(ii) Recurring items on which action has to be completed by a particular date (but which may not involve the sending of a return or report, to any authority outside the Ministry) should be included in this register.

(iii) The Register will be maintained in two parts one for incoming and the other for outgoing returns. A page (or a number of pages) will be allotted to each month and all returns due will be entered chronologically (*i.e.*, in the order of the date of receipt/submission). Thus quarterly return will be entered under each of the four months of the year in which it falls due while a fortnightly return will be entered twice under each month. Whenever a decision on a case involves the receipt or preparation of a periodical report or return, an entry will be made in the Register under the appropriate month. The Register will be checked and re-written, if necessary, at the beginning of each calendar year.

(iv) The Section Officer will go through the Register on the first working day of every week and take suitable action on items requiring attention during the week. The Register will be submitted to the Branch Officer for his perusal at the end of every month with column 6 duly completed.

(v) Where a return or report is to be prepared from information received from State Governments or other authorities, the task of compilation should be taken up as soon as information starts coming in and should in no case be held over till the receipt of all the replies.

(vi) Each Section should also keep a list of periodical returns and reports and hang it in a prominent place on the wall [Appendix I (26)].

**130. Responsibility of Section and Branch Officers.**—The primary responsibility for the expeditious disposal of work and the timely submission of arrear or disposal statements, etc., rests with the Section Officer. The Branch Officer should keep a watch to see that the statements are submitted punctually and regularly. No paper or case will be kept pending action in a Section beyond 10 days without the knowledge and permission of the Branch Officer.

The Section Officer shall periodically inspect the racks and tables of Assistants and Clerks and satisfy himself that no paper or file has been overlooked.



## CHAPTER XI

### INTER-DEPARTMENTAL REFERENCES

**131. Written reference.**—When it is necessary to consult another Ministry before issue of orders on a case, a reference may be made either by sending the file unofficially or a self-contained unofficial note or unofficial memorandum as may be found convenient. When the file itself is sent, the point or points on which opinion of the other Ministry is sought or which it is desired to bring to its notice, should be clearly stated in a single note. Where possible, the drafts of the orders proposed to be issued may also be put up on the file. All routine notes and other papers, except those which should be retained on the file, shall be removed before the file is sent.

**132. Simultaneous consultation.**—When it is necessary to consult more than one Ministry on a case, such consultation will ordinarily take place simultaneously by self-contained unofficial notes or unofficial memoranda. This will not, however, be done in cases involving multiplication of documents to be sent or where the occasion for consulting the second Ministry will not arise until the views of the first Ministry are known. Also, if necessary, a file may be sent to one Ministry while other Ministries are consulted simultaneously by a self-contained unofficial note or unofficial memorandum.

**133. Oral consultation.**—(i) Consultation should take place orally:—

- (a) when a preliminary discussion between the officers of the Ministries concerned will be of help in the disposal of a case and it is necessary that a preliminary agreement should be reached before proceeding further in the matter ;
- (b) when a difference of opinion has been disclosed between the referring Ministry and the Ministry or Ministries referred to ; and
- (c) when it is proposed to seek only information or advice of the Ministry to be consulted.

(ii) The result of such oral consultation should be recorded in a single note on the file by the officer of the Ministry to which the case belongs. The notes shall state clearly the conclusions reached and the reasons therefor. A copy of the note shall be sent to the Ministry or Ministries consulted in order that they have a record of the conclusions reached.

**134. Officers authorised to refer files to another Ministry.**—No files other than those which a Section Officer is competent himself to dispose of [*vide* paragraph 26(ii)] should be referred by one Ministry to another except by the direction of an officer not below the rank of Under Secretary. It will, however, be open to Deputy Secretaries and higher officers to specify cases or classes of cases on which their orders should be obtained before they are referred to another Ministry.

**135. Unofficial references by Attached and Other Offices.**—Attached Offices and Subordinate Offices directly under the Ministries may make unofficial references to any Ministry in matters of a purely technical or routine nature. In cases involving questions of importance or of policy, no such unofficial reference will be made except through the administrative Ministry.

**136. References to the Attorney General for India.**—As the highest legal authority whose advice is available to the Government of India, the Attorney General is asked to give his opinion only in cases of real importance and only after the Ministry of Law has been consulted. All such references are made by the Ministry of Law themselves who prepare the necessary statement of the case on the basis of instructions received from the administrative Ministry concerned.

**137. Confidential character of Notes.**—(i) Notes written in one Ministry and sent to another shall be treated as confidential and shall not be referred to any authority outside the Secretariat and the Attached Offices without the general or specific consent of the Ministry to which they belong.

(ii) Where the general consent has been given under sub-paragraph (i) above, such consent shall not be construed to apply to cases in which papers are marked 'Secret' or to cases in which the officer to whom the notes are referred is personally affected or in which his official conduct is under consideration.

**138. Inter-departmental meetings.**—Inter-departmental meetings may be held where it is necessary to elicit the opinion of other Ministries on important cases and arrive at a decision within a limited time. Such meetings should be convened and attended by officers of the level appropriate to the subject under discussion. An agenda setting out clearly the points for discussion should normally be prepared and sent along with the proposals for holding the meeting, allowing reasonably sufficient time for the representatives of other Ministries to prepare themselves for the meeting. The representative attending the meeting should be officers who can take decisions on behalf of their Ministries. A record of the discussion should be prepared immediately after the meeting and circulated to the other Ministries concerned setting out the conclusions reached and indicating the Ministry or Ministries responsible for taking further action on each conclusion.

**139. Correspondence between Government of India and Foreign Governments and International Organisations.**—Correspondence between the Ministries of the Government of India and State Governments on the one hand and Foreign Governments and International Organisations on the other should generally be canalised through the Ministry of External Affairs. In certain cases and subject to certain conditions, however, Ministries are authorised to communicate direct with the Foreign Governments and International Organisations. Detailed instructions in this regard are contained in Appendix VI.

## CHAPTER XII

### QUESTIONS AND LEGISLATION, RESOLUTIONS AND OTHER MOTIONS IN PARLIAMENT

**140. Procedure and Conduct of Business in Parliament.**—The procedure and conduct of business in the Houses of Parliament is regulated by rules framed under Article 118 of the Constitution and, in relation to certain financial business, by law made by the Parliament under Article 119 of the Constitution. The procedure to be followed in Ministries in regard to Questions and Resolutions and other Motions is described in the following paragraphs.

**141. Questions—Types and conditions of admissibility.**—Questions are of three types *viz.*, (i) Questions for oral answers or “Starred” Questions, (ii) Questions for written answers or “Unstarred” Questions, and (iii) “Short Notice” Questions. The distinction among these three kinds of Questions and the conditions of their admissibility, etc., are described in the “Rules of Procedure and Conduct of Business in the Lok Sabha” and of the corresponding Rules relating to the Rajya Sabha.

**142. Advance copies of Questions.**—Unless otherwise directed by the Speaker/Chairman, five days’ notice of the admission of a Question is required to be given to the Minister to whom it is addressed. In practice, however, in order to give the Ministry as much time as possible for the preparation of an answer, an advance copy of a Question is forwarded informally to the Ministry concerned soon after its receipt by the Secretariat of the House concerned.

**143. Preliminary action on advance copies of Questions.**—(i) If a Question is wrongly addressed to a Minister, the Ministry to which the advance copy has been sent should immediately contact the Ministry concerned and obtain its concurrence to the transfer to it of the Question. The former should then immediately inform the Secretariat of the House concerned that the Question has been transferred to the other Ministry with the latter’s concurrence. A copy of this communication should invariably be addressed to the Ministry accepting the transfer.

(ii) The advance copy of the Question should immediately on receipt be submitted to the Secretary of the Ministry for information and such instructions as he may wish to give.

(iii) Advance copies of Questions should then be examined in the Ministry from the following points of view :—

- (a) whether the Question or any of its parts repeats in substance Questions already answered or Questions to which an answer has been refused ;

- (b) whether the information asked for has been supplied previously to the House concerned either in the form of statements placed on its Table or otherwise in the course of debates ;
- (c) whether the preparation of an answer to a Question will involve too much time and labour ;
- (d) whether it would be against the public interest to disclose the information asked for ;
- (e) whether it asks for information on a matter which is under adjudication by a Court of Law having jurisdiction in any part of India ;
- (f) whether the information asked for could be obtained from accessible documents or ordinary works of reference ; and
- (g) whether it seems to violate any of the conditions of admissibility laid down in the Rules of Procedure and Conduct of Business in the respective Houses.

After such examination, relevant facts should, if considered necessary, be communicated promptly to the Secretariat of the House concerned for the consideration of the Speaker/Chairman in deciding the admissibility of the Question. This should be done at the latest within a week of the receipt of the advance notices in the case of starred and unstarred questions, within two or utmost three days of the receipt of a reference in the case of short notice questions, and within 24 hours, in regard to last-date-notices of questions.

Where it is proposed to suggest disallowance of a question on the ground that disclosure of the information asked for will not be in the public interest, concurrence of the Minister in-charge should be obtained and it should be clearly stated in the communication to the Secretariat of the House concerned that the views contained therein have the concurrence of the Minister.

When information of a confidential nature is communicated in support of disallowance of a question, it should be marked as such and the Secretariat of the House concerned advised that in the event of its disallowance the information should not be disclosed to the member or members giving notice of the question.

(iv) The intimation of the disallowance or withdrawal of a question should be communicated to the Minister and the Officers concerned for information as soon as it is received.

**144. Draft replies to Questions.**—(i) Unless otherwise directed by Deputy Secretary or higher officers, action to collect material required for replying to a Question should be initiated immediately on receipt

of the advance copy of the Question. The preparation of a tentative draft reply should also be undertaken in such cases in anticipation of the admission of the Question. The draft reply so prepared should be reviewed on receipt of the printed list of admitted questions and, if necessary, revised so that it conforms to the admitted form of the question.

(ii) In preparing a draft reply, parts of the question should be reproduced and draft replies set out in parallel columns for easy reference. Except in the case of unstarred Question, a "Note for Supplementaries" should be added furnishing such further information as may be required for answering supplementary question likely to be asked. The draft reply should be as precise, unambiguous and complete as possible, and particular care should be exercised in using expressions which are liable to be constructed as evasive or which imply an undertaking to furnish further information unless it is clearly intended to make such a promise.

(iii) Where a "Starred" Question calls for an elaborate reply or detailed figures, the reading of which is likely to take more than 15 seconds, a statement giving the information required should be prepared for being placed on the Table of the House. The draft reply itself should contain a reference to the statement to be so placed. In the case of an "Unstarred" Question, such a statement should be attached to the reply.

(iv) When a reply to a question refers to information available in a document whether published under the authority of Government or otherwise copies of such document should invariably be placed in the Parliament Library before the answer is given or laid on the Table of the House along with the reply.

(v) Where a question calls for factual or statistical information which it is not possible to collect in time, the advisability of requesting the Secretariat of the House concerned to put down the question for reply on a later date during the Session than originally intimated, may be considered in order to have more time for preparing the reply. Where this is not feasible, an interim reply may be given stating that the information is being collected and will be placed on the Table of the House as early as possible. But such interim replies should be given only when information called for is expected with a reasonable degree of certainty to be available and there will be no objection to disclosing it.

Expensive methods of collecting information from outstation sources, such as by elaborate telegrams, cable-grams and telephone trunk-calls, should be avoided as far as possible.

(vi) The draft reply together with the file should be submitted so as to reach the Minister whose approval is required at least 48 hours before the question is due for answer. After its approval 82 fair copies, if the reply is to be given in the Lok Sabha and 130 copies if it is to be given in the Rajya Sabha, should be sent to the Secretariat of the House concerned so as to reach them not later than 5 p.m. on the working day preceding the date on which the question is due for reply. If the reply purports to lay a statement on the Table of the House or if it refers to an answer to a previous question, seven (six in the case of Rajya Sabha) extra copies of the statement and/or replies given to previous question should also be sent simultaneously with a forwarding note to the Secretariat of the House concerned in a separate cover.

(vii) When for any reason the reply to a question is arranged to be given by a Minister, Deputy Minister or Parliamentary Secretary, not in-charge of the Ministry concerned, the name of the person who will answer the question should be communicated to the Secretariat of the House concerned by 3 p.m. on the working day preceding the date of reply.

**144-A. Laying of papers on the Table of either House of Parliament.**—When it is proposed to lay any paper on the table of the Lok Sabha/Rajya Sabha, otherwise than as a part of a reply to a question, a copy of the paper, authenticated by the Minister concerned in the manner described below, together with twelve/seven spare copies should be sent to the Secretariat of the House concerned, at least two clear days before the date on which it is proposed to be laid on the Table :—

“Papers to be laid on the Table of Lok/Rajya Sabha.

#### AUTHENTICATED

NEW DELHI,

Dated the .....

.....

(Signature of Minister)

Minister for.....”

Simultaneously, the Secretariat of the House concerned should also be informed whether additional copies of the papers proposed to be laid on the table of the House would be available for supply to such Members

of Parliament as may ask for them and if so, how many. The name and designation of the officer from whom the spare copies can be had should also be communicated to the Secretariat of the House concerned.

Where any paper or a report required to be laid on the Table of a House of Parliament is also proposed to be circulated to Members, it should be laid on the Table first and then distributed to Members.

**144-B. Subordinate legislation.**—*Each regulation, rule, sub-rule, by-law etc., framed in pursuance of the provisions of the Constitution or of the legislative functions delegated by Parliament to a subordinate authority which is required to be laid before Parliament, should be numbered centrally and published in the Gazette of India immediately after its promulgation. Whenever it is proposed to lay such papers on the Tables of the Houses of Parliament, the following information should invariably be supplied to the Secretariat of the House concerned:—*

- (i) name of the Act and number of the Section, if any, under which the paper is to be laid ;
- (ii) S. R. O. number of notification published in Part II Section 3 of the Gazette ;
- (iii) number of Part and Section of the Gazette in the case of all notifications ;
- (iv) date of publication in the Gazette ;
- (v) date on which proposed to be laid ; and
- (vi) period (as specified in the parent Act) for which it is required to be laid before the Houses of Parliament.

**145. Degree of Priority.**—“Short Notice” Questions should be treated as ‘Immediate’ and all other Questions as ‘Priority’ receipts and dealt with accordingly. The special label prescribed for this purpose, *viz.*, “Questions for Lok Sabha/Rajya Sabha” should invariably be placed on the relevant file together with a clear indication of the date on which the question is due for answer.

**146. Statements by Ministers on matters of public importance.**—Whenever a statement on a matter of public importance is sought to be made by a Minister in the Lok Sabha or the Rajya Sabha two copies of the proposed statement should be forwarded in advance to the Secretariat of the House concerned for the information of the Speaker/Chairman and for facilitating the reporting of the statement in the proceedings of the House.

**147. Legislation.**—The Procedure to be followed in the two Houses of Parliament in regard to legislation is prescribed in the Rules of Procedure and Conduct of Business framed by the respective Houses. The procedure to be followed in Ministries in this regard is described in Appendix VII.

Ministries will keep the Department of Parliamentary Affairs informed about their proposals for legislation. To enable the Department of Parliamentary Affairs to draw up the consolidated legislative programme of a session, detailed particulars about bills proposed to be introduced during any session should be sent to the Department in the form given in Appendix I(29) at least three weeks before the commencement of the session.



**148. Resolutions.**—(i) The form of a Resolution moved in Parliament, the conditions of its admissibility, the manner in which it is moved, etc. are set out in the Rules of Procedure and Conduct of Business in each House.

(ii) Resolutions given notice of by Private members and admitted by the Speaker/Chairman are balloted and only those Resolutions which find a place in the ballot are included in the list of business of the House concerned, for discussion on dates fixed for the purpose. The order of priority of the Resolutions is also determined by ballot.

(iii) Rajya Sabha Secretariat circulates lists of only those Resolutions which are *admitted* by the Chairman for ballot.

Lok Sabha Secretariat circulates in the first instance lists of all Resolutions given notice of by members of the Lok Sabha. These lists should be examined as soon as received and any facts or other observations, which the Ministry concerned may wish to place before the Speaker should be communicated to the Lok Sabha Secretariat as early as possible and in any case before the Resolution is admitted by the Speaker and put to ballot. Occasionally, Lok Sabha Secretariat itself calls for factual information in respect of a Resolution to enable the Speaker to decide its admissibility. In giving the factual position or in making other observations, it would normally be enough to touch upon one or more of the following points :—

- (a) whether the subject matter of the Resolution falls outside the jurisdiction of the Central Government ;
- (b) whether the issue involved in the Resolution has been considered before in Parliament or by Government, and if so, with what results ;
- (c) whether there is any objection to discussing the Resolution on grounds of policy or public interest ; and
- (d) whether any reference or statement made in the Resolution is factually incorrect.

It is not necessary to state at this stage whether the Resolution will be accepted or opposed by Government and/or the reasons for it.

(iv) On receipt of the list of non-official Resolution selected in ballot, a draft brief should be prepared on each Resolution in the Ministry concerned. The Department of Parliamentary Affairs will advise Ministries as regards such of these Resolutions as are not likely to come up for discussion for want of time and on which briefs need not be prepared.

(v) The draft brief should be submitted to the Minister-in-charge with the file and should contain all relevant facts (or reference to them when they cannot conveniently be stated in full) with extracts from

or abstracts of the relevant documents, if any, summarised in a clear and self-contained form. Three copies of the approved brief should be sent to the Department of Parliamentary Affairs for the approval of the Parliamentary and Legal Affairs Committee of the Cabinet. The brief should state the conclusion at the end—whether it is proposed to oppose the Resolution or accept it, with or without amendment. It follows that in considering Government's stand on a Resolution, the possibility of its acceptance in a modified form should be taken into account.

(vi) After discussion has taken place on a Resolution, the relevant proceedings on it should be examined as soon as they are available and further specific action, as may be called for, initiated without delay. A copy of the proceedings should be invariably placed on the file.

(vii) To facilitate inclusion in the list of Business of resolutions to be moved by Government for the approval of notifications, statutory rules etc., notices of such resolutions should not normally be given when a session is due to end within 7 days of the receipt of the notice. Similarly notices of motions for the election of members to Committees etc., should be sent at least 7 days before the end of a session.

**149. Discussion on matters of urgent public importance for short duration or calling attention of Ministers to such matters—**(i) Copies of notices of the intention of members of Parliament to raise such a discussion are generally received in the administrative Ministries from the Secretariat of the House concerned, for comments and reaction, to enable the Chairman/Speaker to decide the admissibility or otherwise of the notice. Such receipts should be treated as 'immediate' and dealt with most expeditiously. Copies of the replies to the Secretariat of the House concerned should also be endorsed to the Department of Parliamentary Affairs.

(ii) In the case of a **NO-DAY-YET-NAMED** motion given notice of and admitted, Department of Parliamentary Affairs will advise the Ministry and the Secretariat of the House concerned whether time can be made available for a discussion on it. In the case of motions for which time can be made available, Ministries should normally agree to a discussion unless there are serious objections to a discussion being held.

**150. Adjournment and other Motions.**—The procedure to be followed in the Houses of Parliament in regard to adjournment and other motions is governed by the relevant provision contained in the Rules of Procedure and Conduct of Business of the House concerned. In respect of these motions, a brief may be prepared or such other action taken as may be directed by the Minister.

**151. Notices of Government amendments to Bills, Resolutions or other motions.**—Under the Rules of Procedure, notices of amendments to bills, resolutions or other motions are required to be given at least one day before the day on which the bill, resolution or motion, as the case may be, is due to be considered. This requirement should be strictly adhered to by Ministries in respect of notices of Government amendments. In a special case, however, when it is not possible to give timely notice of an amendment, the reasons for waiving the period of notice may be stated when sending the notice of amendment for the consideration of the Speaker/Chairman.

**152. Scrutiny of record of Proceedings in Parliament.**—(i) On receipt in the Ministry of the record of the proceedings in Parliament, it will be examined to see :—

- (a) whether any promises, assurances or undertakings have been given on the floor of the House ; and
- (b) whether there are any points in the replies to supplementary questions or in other parts of the proceedings which require elucidation or amendment.

(ii) In case of (a), necessary entries will be made in the Register of Promises and Undertakings and further action taken (*vide* paragraph 153 below).

(iii) In case of (b), the file should be submitted to the Minister for orders. If it is found necessary to modify the reply given or the statement already made, 25 copies of the revised statement proposed to be made by Minister should be forwarded to the House concerned by 5 p.m. on the working day preceding the date on which the statement is to be made.

**153. Register of assurances.**—(i) Assurances given by Minister to either House of Parliament in the course of replies to questions, discussion on bills, resolutions, motions etc., will be extracted by the Department of Parliamentary Affairs from the relevant proceedings and communicated to the Ministries concerned within seven days of the relevant dates. If the administrative Ministry has any objection to treating any of the items as an assurance, it should communicate with the Department of Parliamentary Affairs within a fortnight of the receipt of the reference from the Department.

(ii) All interim replies to Questions [*vide* para 144(v)] will be treated as “assurances” and entered up in the “Register of Promises and Undertakings”.

(iii) Each section in a Ministry should keep a record of assurances given in Parliament by the Minister-in-charge in respect of subjects dealt with by it, in the form given in appendix I(27). A separate register will be maintained for each House and assurances recorded in it session-wise.

(iv) The register should be reviewed by Section Officer once in a week for necessary follow-up action and submitted once a fortnight when Parliament is in session and once a month otherwise, to the Deputy Secretary concerned for information and such instructions as he may consider necessary. The Minister should be kept informed of the progress made in the implementation of promises and undertakings given by him in the Parliament. Every effort should be made to implement an assurance within two months. Cases in which there is likely to be any delay in the implementation of a promise or an undertaking should be particularly brought to the notice of the Minister.

(v) When information in implementation of an assurance is finalised and approved, it should be sent, *separately for each assurance*, to the Department of Parliamentary Affairs, in a prescribed *proforma* in twelve copies with a note on reasons for delay if the period of implementation exceeds two months. The Department will then prepare a consolidated statement on the basis of information supplied by the various Ministries, place it periodically on the table of the House concerned *and* inform the Ministries about it.

## CHAPTER XIII

### PROCEDURE REGARDING PUBLICITY IN PRESS

**154. Communication of information to the Press.**—Information to the Press should normally be communicated through the Press Information Bureau by an officer authorised to do so [cf. paragraph 161].

**155. Functions of Information Officers.**—Information Officers of the Press Information Bureau are attached to every Ministry of the Government of India. It is the duty of an Information Officer, on the one hand, to arrange to give due publicity to the activities of the Ministry to which he is attached and, on the other, to keep the Ministry informed of the popular reactions thereto. In order to discharge his duties properly, the Information Officer will maintain a close liaison with the Ministry to which he is attached and the latter will give him the necessary facilities.

**156. Press releases—General Instructions.**—(i) When it is decided to communicate any information to the Press, the Information Officer attached to the Ministry should be informed. His services may also be utilised in preparing the necessary draft of the Press release.

(ii) As soon as the draft of the Press release has been finally approved in a Ministry and is ready for issue, it should be communicated to the Information Officer concerned to enable him to take prompt action for handling it in the Bureau. Unless a Ministry has any special reason for desiring the Press release to be made on a specific date, the choice of the date and the time of the release will be left to be settled by the Principal Information Officer, Press Information Bureau.

(iii) If the information received from one Ministry is found to be in conflict with that already released or about to be released by another Ministry, the Press Information Bureau will hold over the release of information to the Press, and immediately consult the Ministry or Ministries concerned with a view to reconciling the discrepancy before giving publicity to the material.

(iv) Unless it is based on published documents, no information should be released by the Press Information Bureau without the prior approval or consent of the Ministry concerned.

**157. Forms of Press releases**—(i) **Press Communique and Press Note.**—The distinction between these two types of communications and the occasions for their use have been explained in paragraph 76.

A public notice or any other matter which should appropriately issue in the form of an advertisement should not be issued as Press Communique or Press Note. Material of this kind should be advertised and

paid for, although in suitable cases there would be no objection to a Press Communique or a Press Note being issued in addition to explain the subject.

(ii) **Notifications and Resolutions.**—Notifications and Resolutions are published in the Gazette of India which is available both to the public and the Press. If, however, the subject-matter of a Notification/Resolution is likely to be of general interest to the public, such number of printed copies as may be prescribed by the Press Information Bureau should be supplied to the Bureau to enable it to give the matter wide publicity. In certain cases it will be an advantage to issue simultaneously a Press Communique or a Press Note explaining in suitable terms the scope and purpose of the Notification/Resolution.

(iii) **Official Publication, Report, White Paper, etc.**—Whenever it is considered necessary to give publicity to any official publication, report etc., the Press Information Bureau should be consulted well in advance about the date and time of the release of the publication and the number of copies required for distribution to the Press.

**158. Press Conferences.**—(i) Press conferences are generally held by Ministers and Secretaries to the Government of India. The purpose of such conferences is :—

- (a) to explain to accredited correspondents and selected editors the scope and purpose of an important report or an official statement, etc., which is likely to be of wide-spread public interest ; or
- (b) to give the Press a general review of the policy and activities of the Government; or
- (c) to explain to the Press any specific important developments.

(ii) Whenever it is proposed to hold a Press Conference, the Press Information Bureau should be consulted in advance about the purpose, venue, date and time of the conference.

## CHAPTER XIV

### SECURITY OF OFFICIAL INFORMATION AND DOCUMENTS

**159. General provisions with regard to security of Government documents and information.**—Under the Government Servants' Conduct Rules, a Government servant should not, unless empowered by a competent authority, communicate to other Government servants or to non-official persons or to the Press, any document or information which has come into his possession in the course of his public duties. Under the provisions of the Indian Official Secrets Act, 1923, it is a criminal offence (a) to possess or communicate without proper authority such information or document, (b) to receive any such information or document, with the knowledge or with reasonable ground for the belief that it is communicated in contravention of the orders, and (c) to attempt to commit or abet the commission of an offence as aforesaid. In other words, it should be clearly understood that all communications received in a department as well as the papers connected therewith are to be regarded as confidential so far as the public and Government employees, other than those who are required to handle them in the course of their duties, are concerned and Government servants are prohibited from communicating or making any reference, direct or indirect to any information acquired by them in the course of their official duties to anyone whatsoever unless its communication is authorised by a competent authority.

**160. Official Reports, Pamphlets, Compilations, etc.**—(i) No restrictive classification shall be assigned to any printed reports, pamphlets, compilations, etc., issued by Ministries or their attached or subordinate offices, except under the orders of an officer not lower in rank than a Deputy Secretary or Head of Department/Office.

(ii) Experience has shown that Government departments and agencies have fallen into the habit of restricting the circulation of printed reports, pamphlets, compilations, etc., issued by them, by marking them as "FOR OFFICIAL USE ONLY". As a rule, such restriction is justified only if the report, etc. contains information which it would not be desirable in the public interest to disclose. All other printed reports, etc., should, ordinarily, be made available to educational institutions, public bodies or members of the public generally.

(iii) A useful guide in this matter is furnished by the fact that all the information laid before Parliament becomes public property. In doubtful cases, the test can always be applied whether the report, etc., whose circulation it is proposed to restrict is such that the Minister would

be justified in refusing to lay it before Parliament. Where the answer to this question is not clear, the orders of the Secretary/Minister should be sought.

**161. Communication of information to the Press.**—Only Ministers, Secretaries or other officers specially authorised by the Minister, may give information to be accessible to the representatives of the Press. Any other officer, if approached by a representative of the Press, should refer him to the Principal Information Officer of the Government of India. (For further instructions regarding publicity in the Press see Chapter XIII.)

**162. Responsibility of the Branch Officers and Section Officers and other Officers.**—(i) It is the duty of all officers to keep themselves acquainted with the morale and conduct of the staff working under them. In addition to this general responsibility, the Branch Officers have a special responsibility, for ensuring by frequent surprise checks and visits to office rooms, that instructions laid down from time to time for the maintenance of security in the Secretariat are fully understood and complied with by all persons working in the Sections in their charge. It will be the duty of the Section Officers to bring immediately to the notice of their superior officers any cases in which members of their Sections offend against security regulations or are guilty of misconduct of such a nature as to give rise to doubts regarding their reliability from the security point of view.

(ii) It is also the duty of all Government servants to bring immediately to the notice of their superior officers any breach of security regulations in general, and, in particular, any disclosures of TOP SECRET or SECRET information, of which they may obtain knowledge.

**163. Instructions regarding TOP SECRET and SECRET Information and Documents.**—Detailed instructions for the treatment and safeguarding of "Top Secret" and "Secret" information and papers issued by the Ministry of Home Affairs should be strictly adhered to. The treatment of particular documents as TOP SECRET or SECRET in accordance with these instructions does not imply that the information contained in other documents is public property. The object of these instructions is to show that special care should be taken in respect of information and papers of secret nature and an additional responsibility lies on all persons who handle them. These instructions should, accordingly, be followed with the strictest care and attention.

**164. Access to Ministries.**—(i) Entry to Secretariat Buildings (except the portion access to which is regulated by the Ministry of Defence) is controlled by the Ministry of Home Affairs by the issue of permanent and temporary passes.



(ii) Members of the public are not allowed to visit Sections and see members of staff. If they have any business pending in a Ministry they may call on the Under Secretary in-charge or other higher officer concerned. Government servants visiting sections in other Ministries on official business should only see the Section Officer in-charge and any other member of the staff only when necessary and with the permission of the **Section Officer**.

## CHAPTER XV

### INSPECTIONS

**165. Purpose.**—The purpose of inspection is—

- (i) to find out the state of affairs existing in each unit;
- (ii) to see whether the prescribed procedure and instructions are understood properly and followed intelligently;
- (iii) to find out whether proper attention is being paid to quality of performance by officers and staff during the discharge of their duties; and
- (iv) to test the intrinsic soundness and utility of the procedures and to get reliable data for planning improvements.

**166. Periodicity of inspections.**—Each Section other than R & I Section in a Ministry/Office should be inspected completely and thoroughly at least once every year. The form of questionnaire to be used on this occasion is given in Appendix VIII-A. Between two annual inspections there should be a brief check-up every quarter especially in respect of items requiring a more frequent scrutiny. The form of questionnaire to be used for the quarterly inspection is given in Appendix VIII-B.

The Receipt & Issue Section should be inspected every six months by the Branch Officer in-charge. The questionnaire to be used for this purpose is given in Appendix VIII-C.

In addition to the ordinary inspections prescribed in the first sub-para, a special annual inspection of Establishment/Administration Sections, Cash Sections and Sections in-charge of stationery, furniture and other stores should also be carried out with reference to the special items of work dealt with in those Sections. For such special inspections the questionnaires given in Appendices VIII-D to VIII-F should be used.

**167. Authorities responsible for inspections.**—(i) The annual inspections should be conducted by Deputy Secretary, or the corresponding officer, in-charge of the Section and the quarterly inspections by the Branch Officer concerned.

(ii) The Deputy Secretary and/or Under Secretary in-charge of O & M should take a share of both the annual and quarterly inspections.

**168. Programme of inspections.**—(i) In order to avoid dislocation of work, a programme for annual and quarterly inspections of sections should be drawn up in advance every year after taking into account the

periods of seasonal rush of work. Thus, for example, the annual inspections in the Ministries may be conducted after the rush of the Budget Session of Parliament is over, say, between the 15th of June and the 15th of July and the quarterly inspections during the last weeks of October, January and April.

(ii) A co-ordinated programme of inspections to be made by the Deputy Secretaries and Under Secretaries in-charge and the Deputy Secretary and Under Secretary, O & M should be drawn up in advance by the O & M Unit of each Ministry in consultation with all concerned. The O & M officer in each Ministry/Office will be responsible to ensure that the programme so drawn up is strictly adhered to.

**169. Inspection reports.**—The inspecting officer will submit his report to his immediate superior and also endorse a copy to the O & M officer. The latter will examine the reports to see the kind of defects brought to light and where necessary devise suitable remedies to prevent their recurrence. He will also bring to the notice of the Central O & M Division any points of importance or general application. Any defects noticed in the existing procedures and suggestions received for its improvement should be passed to the O & M Division for consideration.

**170. Annual Return of inspections made.**—The O & M Units in various Ministries will render to the Central O & M Division an annual return [Appendix 1(28)] by the 15th January every year, showing the number of inspections made during the preceding year.

## **APPENDICES**



List of receipts sent to .....Section

Date	C. R. Nos. of receipts sent	Total number of receipts sent	Signature of the receiver
1	2	3	4

## (3) SECTION DIARY

[Chapter II, Para 9(i)]

Serial No.	Number and date of document received		From whom	Brief Subject	Classification	Asstt. to whom marked	File No.	Date of final disposal	REMARKS
	Number	Date							
1	2	3	4	5	6	7	8	9	10

(4) INTER-SECTIONAL MOVEMENT REGISTER

[Chapter 11, Para 12 (i)]

Sl. No.	No. and date of file/papers received		Section from whom received	Brief subject	Asstt. to whom marked	MOVEMENT
	Number	Date				
1	2	3	4	5	6	7



[Chapter 11], Para 37 (i)]

Name of Assistant \_\_\_\_\_ Section \_\_\_\_\_

Diary No. (with classification) or File No.	Subject in catchwords (For Diary Nos. only)	File No. (For Diary Nos. only)	Date of submission	Date of final disposal (For 'PX' & 'P' receipts only)
1	2	3	4	5

**Note :** (i) The date should be given across the page every morning.

(2) On the last working day of the week an abstract should be prepared to show:  
Dy. Nos. of receipts  
disposed of

Dy.	No.	Date of disposal
1	1	1/1/19
2	2	2/2/20
3	3	3/3/21
4	4	4/4/22
5	5	5/5/23
6	6	6/6/24
7	7	7/7/25
8	8	8/8/26
9	9	9/9/27
10	10	10/10/28
11	11	11/11/29
12	12	12/12/30
13	13	13/13/31
14	14	14/14/32
15	15	15/15/33
16	16	16/16/34
17	17	17/17/35
18	18	18/18/36
19	19	19/19/37
20	20	20/20/38
21	21	21/21/39
22	22	22/22/40
23	23	23/23/41
24	24	24/24/42
25	25	25/25/43
26	26	26/26/44
27	27	27/27/45
28	28	28/28/46
29	29	29/29/47
30	30	30/30/48
31	31	31/31/49
32	32	32/32/50
33	33	33/33/51
34	34	34/34/52
35	35	35/35/53
36	36	36/36/54
37	37	37/37/55
38	38	38/38/56
39	39	39/39/57
40	40	40/40/58
41	41	41/41/59
42	42	42/42/60
43	43	43/43/61
44	44	44/44/62
45	45	45/45/63
46	46	46/46/64
47	47	47/47/65
48	48	48/48/66
49	49	49/49/67
50	50	50/50/68
51	51	51/51/69
52	52	52/52/70
53	53	53/53/71
54	54	54/54/72
55	55	55/55/73
56	56	56/56/74
57	57	57/57/75
58	58	58/58/76
59	59	59/59/77
60	60	60/60/78
61	61	61/61/79
62	62	62/62/80
63	63	63/63/81
64	64	64/64/82
65	65	65/65/83
66	66	66/66/84
67	67	67/67/85
68	68	68/68/86
69	69	69/69/87
70	70	70/70/88
71	71	71/71/89
72	72	72/72/90
73	73	73/73/91
74	74	74/74/92
75	75	75/75/93
76	76	76/76/94
77	77	77/77/95
78	78	78/78/96
79	79	79/79/97
80	80	80/80/98
81	81	81/81/99
82	82	82/82/00
83	83	83/83/01
84	84	84/84/02
85	85	85/85/03
86	86	86/86/04
87	87	87/87/05
88	88	88/88/06
89	89	89/89/07
90	90	90/90/08
91	91	91/91/09
92	92	92/92/10
93	93	93/93/11
94	94	94/94/12
95	95	95/95/13
96	96	96/96/14
97	97	97/97/15
98	98	98/98/16
99	99	99/99/17
100	100	100/100/18

- |  |       |       |
|--|-------|-------|
| (i) Total No. of receipts/cases b/f from previous week       | ..... | ..... |
| (ii) Total No. of receipts/cases received during the week    | ..... | ..... |
| (iii) Total No. of receipts/cases dealt with during the week | ..... | ..... |
| (iv) Balance remaining in hand                               | ..... | ..... |
| (a) For 3 days or under...                                   |       |       |
| (b) 4 to 7 days.....   |       |       |
| (c) Over 7 days.....   |       |       |

**Total**



Name of the Typist	Number of pages		Total (col. 2 plus col. 3)	Number of pages typed	Balance left over (col. 4 minus col. 5)
1	2	3	5	4	6

[illegible]

[Chapter V, Para 57(i)]

S. No.	Number of the communication	Name/designation of the addressee
	Date.....	

## (10) REQUISITION FOR SERVICE

*Postage Stamps*

[Chapter V, Para 62(i)]

**Central Registry**

Please supply the following service postage stamps for use in the Central Registry:—

<i>Denomination</i>	<i>Number Required</i>	<i>Value of Stamps</i>	
		Rs.	nP.
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
Total		.....	.....

New Delhi, the..... Signature of the Section Officer

To

The Cashier

(on the reverse)

**Cash Section**

Following service postage stamps are sent herewith. Please acknowledge receipt.

<i>Denomination</i>	<i>Number Sent</i>	<i>Value of Stamps</i>	
		Rs.	nP.
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
Total		.....	.....

New Delhi, the.....

Signature of Cashier

To

The Central Registry.

Received

Section Officer,  
Central Registry.

Cashier.

## (11) SERVICE POSTAGE STAMPS ACCOUNT REGISTER

[Chapter V, Para 62(ii)]

Date	Value of stamps in hand at the commencement of the day	Value of stamps if any, received from Cashier	Total Value of stamps in hand (col. 2 plus col. 3)	Value of stamps used during the day (vide col. 4 of the Despatch Register for Postal Dak)	Balance at the close of day (col. 4 minus col. 5)	Signature of the Section Officer	Remarks
1	2	3	4	5	6	7	8
	Rs. nP.	Rs. nP.	Rs. nP.	Rs. nP.	Rs. nP.		

File No. ....	Date of commencement.....
Subject. ....	Date of recording with
.....	classification of record.....
.....	

[illegible]



(13) MOVEMENT DIARY TO BE MAINTAINED BY STENOGRAPHERS/P. A.'s OF DEPUTY SECRETARIES AND HIGHER OFFICERS.

[Chapter VII, Para 89(iii)]

[illegible]



[illegible]

[Chapter IX, Para 121]

Name of Section \_\_\_\_\_ Month \_\_\_\_\_

[illegible]



[ Chapter IX Para 123 (i) ]

NOTES:—(1) The percentage to be shown at the bottom of column 5 to 10 will be the percentage which the total of disposals shown in each of these columns bears to the figure of total disposals given in column 11.

(2) The total of columns 11 and 14 should tally with the figure shown in column 4.

Name of Section	Number of 'primary' receipts requiring disposal			Number of 'primary' receipts disposed of:							Number of 'primary' receipts remaining undisposed of				Percentage of col. 16 to col. 3	REMARKS	
	Brought forward from previous month	Received during the month	Total (Cols. 2 & 3)	Within one week	Between 1 and 2 weeks	Between 2 and 3 weeks	Between 3 and 4 weeks	In more than 4 weeks	By transfer to the Call Book	Total (Cols. 5 to 10)	'PX'	'P'	Total Percentage of col. 14 to col. 4				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
TOTAL ..					%	%	%	%	%	%							

(19) WEEKLY ARREAR STATEMENT

**Week ending:**

Name of Section

S. No.	Name of dealing Assistant	No. of receipts/cases							Initials of the Assistant
		B/E from previous week	Received during the week	Dealt with during the week	*IN HAND			Total	
					for 3 days or under	4 to 7 days	over 7 days		
1	2	3	4	5	6	7	8	9	10
	TOTAL								

\*The period of Pendency of a paper will count from the date of its receipt by Assistant.

†A statement showing details of receipts/cases in hand for over 7 days is annexed.

Section Officer

### Details of Receipts in hand for over 7 days on

(Vide Column 8 of the Weekly Statement)

Name of Assistant	Diary No./File No.	Date from which pending	Brief subject	Reasons for delay	Remarks of Section Officer and Branch Officer
1	2	3	4	5	6

Section Officer

Date \_\_\_\_\_



[Chapter X, Para. 125(i)]

Month

Serial No.	File Number or Diary number	Date of commencement of case, i.e., date of receipt of primary receipt under consideration	Brief Subject	With whom and since when	REMARKS
1	2	3	4	5	6

(Cases Pending Disposal for over a Month)

File/Diary No.		Date of commencement/receipt	
SUBJECT			
Date*	With whom and since when	Reasons for delay	Remarks of Branch or higher officers

\*Here will be entered the last date of the month for which the list is prepared.

(21) ABSTRACT SHOWING THE NUMBER OF CASES PENDING DISPOSAL FOR OVER A MONTH ON \_\_\_\_\_

[Chapter X, Para 125 (viii)]

Name of Section \_\_\_\_\_

Particulars	Number of cases pending disposal					REMARKS
	Between 1 and 3 months	Between 3 and 6 months	Between 6 months and 1 year	Between 1 and 2 years	Over 2 years	Total
1	2	3	4	5	6	7
(a) Cases other than those shown in the Call Book						
(b) Cases shown in the Call Book						
TOTAL						

8

*Signature of the Section Officer.*

Certified that I have scrutinised the Call Book and satisfied that the cases shown therein have been correctly included.

*Signature of the Branch Officer.*

(22) STATEMENT SHOWING THE NUMBER OF CASES PENDING DISPOSAL FOR OVER A MONTH

ON \_\_\_\_\_ IN THE MINISTRY/DEPARTMENT OF \_\_\_\_\_

[ Chapter X, para 125 (viii) ]

[illegible]

*Note*—The percentage to be shown at the bottom of Cols. 3-7 will be the percentage which the figure in each col. bears to that shown in col. 8.

S. No.	File Number	Date of commencement of file	Diary number of Primary receipt under consideration	Subject
1	2	3	4	5

Reason why no further action can be taken for over six months	Date on which action is to be re-started	Directions or remarks of B. O. or higher officer at the time of review	Date of re-starting action
6	7	8	9









(27) REGISTER OF ASSURANCES GIVEN IN PARLIAMENT

[Chapter XII, Para 153(iii)]

Lok  
           Sabha; Session.....  
 Rajya

S. No.	*Date	**Reference	†Subject	Assurance given	How fulfilled	Date on which	
						Sent to Depart- ment of Parlia- mentary Affairs	Laid on the Table of the House
1	2	3	4	5	6	7	8

NOTE: :—\*Slow date on which the assurance was given.

\*\*Show No. of question, name of bill, resolution, motion etc. in connection with which assurance was given and also Department of Parliamentary Affairs reference with which it was received.

†Show specific point on which assurance was given.



(20) LEGISLATIVE PROPOSALS FOR PARLIAMENT (SESSION.....195 )

(Chapter XII, Para. 147).

Ministry/Department of.....

S. No.	Short title of Bill	Purpose of Bill	House in which to be introduced	Whether it is proposed to refer the Bill to a Select/Joint Committee	Whether President's recommendation for introduction/consideration is necessary	Date by which Bill is expected to be ready for introduction	Present stage of preparedness	REMARKS
1	2	3	4	5	6	7	8	9

NOTES:—(1) If exact title not yet decided, please indicate likely title.

(2) Please state if high priority required for the Bill and brief reasons for it.

## APPENDIX II

### (Chapter IV, Para 46)

*Rule made by the President under clause (2) of Article 77 of the Constitution of India*  
[S.R.O. 167, dated 19-6-1950 as amended from time to time.]

---

S.R.O. 167.—The following rule made by the President is published for general information :—

“In exercise of the powers conferred by clause (2) of Article 77 of the Constitution of India, the President is pleased to make the following rule, namely :

Orders and other instruments made and executed in the name of the President shall be authenticated by the signature of a Secretary, Additional Secretary, Joint Secretary, Deputy Secretary, Under Secretary or Assistant Secretary to the Government of India; or

- (1) in the case of orders and other instruments in Ministry of Railways by a Secretary, Deputy Secretary or Assistant Secretary to, or by a Director or a Joint Director or Deputy Director or Assistant Director of the Railway Board ; or
- (2) in the case of orders in the Ministry of Defence, by the Director, Military Land and Cantonments, the Director, Military Regulations and Forms, the Chief Administrative Officer, an Assistant Chief Administrative Officer ; or
- (3) in the case of orders relating to the Ministry of Finance (Defence) or to the Military Accounts Department, by a Financial Adviser, Additional Financial Adviser, Joint Financial Adviser, Deputy Financial Adviser, Additional Deputy Financial Adviser or Assistant Financial Adviser, Ministry of Finance (Defence) ; or
- (4) in the case of orders relating to the Posts and Telegraphs Department, by the Director-General or the Senior Deputy Director-General or the Chief Engineer or a Deputy Director-General, Posts and Telegraphs, or a Director of Postal Services or Controller of Telegraphs Traffic, or a Deputy Chief Engineer, or Assistant Chief Engineer or Assistant Director-General, Posts and Telegraphs, the General Manager, Telephones, or the Director of Telephones in the Posts and Telegraphs Directorate, or the District Manager, Telephones ; or
- (5) in the case of orders in the Ministry of Finance, by a Finance Officer or a Deputy Assistant Financial Adviser, or the Controller or the Deputy Controller of Capital Issues ; or
- (6) in the case of orders and other instruments relating to the Prime Minister's Secretariat, by the Principal Private Secretary and the Private Secretary to the Prime Minister (Administration) or
- (7) in the case of orders and other instruments in the Ministry of External Affairs, by the Attaches in that Ministry, or

- (8) in the case of Certificates of Competency issued (by the Ministry of Transport) under Section 16 and Section 290 of the Indian Merchant Shipping Act, 1923, by the Director General of Shipping, Bombay ; or
- (9) in the case of orders and other instruments in the Ministry of Education, by the Deputy Educational Adviser or the Assistant Educational Adviser ; or
- (10) in the case of orders and other instruments relating to the President's Secretariat, by the Secretary to the President, Deputy Secretary to the President or Under Secretary in the Office of the Secretary to the President ; or
- (11) in the case of orders and other instruments relating to the Secretariat of the Vice-President, by the Private Secretary or Assistant Private Secretary to the Vice-President ; or  
 in the case of orders and other instruments relating to the Secretariat of the Lok Sabha (House of the People) by its Secretary, Joint Secretary, Deputy Secretary, or Under Secretary ; or  
 in the case of orders and other instruments relating to the Secretariat of the Rajya Sabha (Council of States) by its Secretary, Joint Secretary, Deputy Secretary or Under Secretary ; or
- (14) in the case of demand notices under clause 9 of the General Conditions of Contract as contained in Form Con. 117 or under clause 2(d) and (8) of the conditions of Auction Sales prescribed under Schedule III of the Auctioneering Contract requesting purchasers to pay to Government any sum of money recoverable from or payable by purchasers on account of either loss or resale or for any other reason under a contract of sale entered into by the Directorate General of Supplies and Disposals, by its Director or the Deputy Director of Supplies and/or Disposals ; or
- (15) in the case of orders relating to the Ministry of Finance, Department of Economic Affairs, Enforcement Unit, Foreign Exchange Regulation Act, by the Director, Enforcement, Foreign Exchange Regulation Act ; or
- (16) in the case of orders and other instruments relating to the office of the Military Secretary to the President, Deputy Military Secretary to the President or Under Secretary in the office of the Military Secretary to the President.

Sd/- Rajendra Prasad,  
 President  
 26-1-50."

## APPENDIX III

[Chapter V, Para 54(\*)]

### GENERAL INSTRUCTIONS REGARDING TYPEWRITING, STENCIL CUTTING, CARBON MANIFOLDING, ETC.

#### I. Spacing for Punctuation Marks.

The following rules of spacing the punctuation marks are to be uniformly followed in all typewritten work :—

			Spaces before	Spaces after
Period	} At the end of sentence.		—	2
Exclamation mark				
Interrogation mark				
Comma	} .. ..		—	1
Semi-colon				
Colon				
Hyphen	.. ..		—	—
Dash	.. ..		1	1
Quotation marks :				
Beginning	.. ..		1	—
Closing	.. ..		—	1
Brackets :				
Beginning	.. ..		1	—
Closing	.. ..		—	1

2. The period of ter abbreviated words like *viz.*, etc., Mr. is followed by only one space. When an abbreviation consist of groups of letters such as U.S. A., M.A., I.A.S., no space should be left between the letters of the group, but one space should be left at the end of groups. In the case of initial letters of a personal name, each letter is followed by a period and a space, thus Mr. S. A. B. Roy, not Mr. S.A.B.Roy.

3. Comma used for punctuating figures is not followed by a space, e.g., 1,00,000.

#### II. Margins.

4. Fair copies are typed with the following margins all round the paper :  
Left margin : 1" on foolscap (8"×13") or quarto (8"×10") paper, and  $\frac{1}{2}$ " on octavo (5"×8") paper. (1" is equal to 10 spaces of Pica type, 9 spaces of Large Pica type, and 12 spaces of Elite type.

Right margin : 2 spaces on all kinds of paper.

Top margin : " or 6 single lines deep on foolscap and quarto paper.

$\frac{1}{2}$ " or 3 single lines deep on octavo paper.

Bottom margin : Same as top margin.

5. Drafts are typed with a left margin of  $2\frac{1}{2}$ " which is necessary for corrections or additions.

### III. Line Spacing.

6. Fair copies are to be typed in single spacing with double line space between paragraphs.

7. Double line space is required for drafts, and between paragraphs only double line space is left. There is no need for an extra line space between paragraphs.

### IV. Continuation Work.

8. When the work is to be continued on the next page, the following points are to be observed :

- (i) *Catchword*.—This refers to the official practice of writing at the foot of the page of continued matter the first word appearing on the next page. After typing the last line on the first page the catchword is placed on the right-hand side of the bottom margin of the page. An oblique is typed before the catchword. If the first word to be typed on the next page is a word of one or two letters or the article "the", or the number of a new paragraph, the following word should also be included as the catchword.
- (ii) *Pagination*.—Pages are to be numbered at the centre of top margin of the page, thus—2 or (2).
- (iii) *Transposition of margins*.—Secretariat filing system makes it necessary that the margins of the front page should be transposed when typing on the back page. Thus the broad margin on the left side of the front page will be shifted to the right side of the back page.
- (iv) *Superimposition*.—Neat appearance of the typescript requires the lines on both sides of the paper to be superimposed, i.e., typed on the same level, so that the white space between lines remains unaffected.

### V. Numerals.

9. Numbers can be expressed in the following ways :

Arabic figures	Roman figures	Small Roman figures	Alphabetic Letters.	In Spelling
1	I	(i)	(a)	One
2	II	(ii)	(b)	Two
3	III	(iii)	(c)	Three
etc.	etc.	etc.	etc.	etc.

10. Arabic figures are widely used in figures work, besides being useful in numbering pages and the main paragraphs of a work. Roman figures are used for numbering chapters and main sections of a Bill or Act of Parliament. Small Roman figures and alphabetic letters are used in numbering the subsidiary paragraphs ; the former are also used for numbering the pages of preface and appendix of a work. Figures should be spelled out when they begin a sentence, and when they can be expressed in one or two words an indefinite number is also spelled out, e.g., I read *five or six* pages at a time. In case several numbers come within a short space, all of them are to be expressed in figures.

## VI. Paragraphing.

11. Paragraphs can be typed in three ways:—

- (i) *Indented paragraph*.—The first line of the paragraph is indented five spaces from the left margin, and the other lines begin from the margin. This is the usual style of typing paragraphs.

10 15

---

---

---

- (ii) *Block paragraph*.—All the lines of the paragraph are level with the left margin. This style is used for sub-paragraphs or sub-sub-paragraphs.

10

---

---

---

- (ii) *Hanging paragraph*.—The first line begins from the left margin, and all the other lines of the paragraph are indented three spaces. This style also is used for sub-paragraphs or sub-sub-paragraphs.

10 13

---

---

---

12. *Numbering paragraphs*.—There are three styles of numbering the main paragraphs, but only one style should be used uniformly throughout one work. Usually the first main paragraph is not numbered ; numbering starts from the second paragraph onward. The three styles are illustrated below:—

10 15

2.

---

---

---

2.

---

---

---

2.

---

---

---

---

---

13. Subsidiary paragraphs following under main paragraphs may be either indented, block or hanging, but they must be numbered and given a left-hand margin distinct from main paragraphs. The following three styles may be noted, but only one style should be used in one piece of work.

10 15 20

Main para.

2.

---

---

---



Sub-para. indented.	{	(i)	_____
			_____
		(ii)	_____
			_____
Sub-para. block	{	(i)	_____
			_____
		(ii)	_____
			_____
Sub-para. hanging.	{	(i)	_____
			_____
		(ii)	_____
			_____

14. Sub-sub-paragraphs under any sub-paragraph should have their distinctive appearance, being typed either in indented or block style. But they should not be typed in hanging style, as this would cause slope of type-script too far to the right.

	10	15	20	25
Main para.		2.	_____	
			_____	
			_____	
Sub-para.		(i)	_____	
			_____	
			_____	
Sub-sub-para. indented.	{	(a)	_____	
			_____	
		(b)	_____	
			_____	
Sub-sub-para. block.	{	(a)	_____	
			_____	
		(b)	_____	
			_____	

## VII. Headings.

15. Headings are of two kinds : main headings and sub-headings. Main headings should always be typed exactly in the middle of the type area. Triple line space is generally left between the main heading and the first line of the paragraph underneath. No full stop need be written after main heading.

16. There are several ways of typing sub-headings, as illustrated below :—

## MAIN HEADING

*Sub-heading one.*

*Sub-heading two.*

*Sub-heading Three.*

*Sub-heading Four.*

*Sub-heading Five.*

The above illustration shows the methods of displaying sub-heading :

- (1) immediately below the main heading properly centralised ;
- (2) immediately above paragraph in the centre of type area ;
- (3) at the beginning of the paragraph and forming part of the first line of the paragraph when it is to be indented five spaces from the left margin.
- (4) at the beginning of paragraph and not forming part of the first line when it is level with the margin ;
- (5) in the margin.

17. All these styles of typing sub-headings are recognized but only one style should be used throughout one piece of work.

18. Main headings or sub-headings should not be typed at the foot of the page unless it is possible to type at least two lines of the matter relating to heading on the same page.

### **III. Footnotes.**

19. Footnotes in the body of a matter can be indicated by figures slightly raised from the line of writing and immediately following the words to which they refer. Figures typed in this way are better than asterisk (\*) or other symbols except in statistical tables where figures for footnotes might be confusing.

20. Symbols and marks like %, @, &, + should not be used as reference marks of footnotes as each of them has a meaning of its own. Other symbols as shown below are suitable and can be got by combination of characters.

Asterisk\*

1. Small "x" and hyphen, or

(if not found on key-

board can be done in two ways)

2. Capital "A" and small "v" slightly lowered by using the interliner

Dagger †

1. Capital "I" and hyphen slightly raised,
2. Oblique and hyphen slightly raised or
3. Capital "I" and apostrophe slightly raised.

Double dagger ‡

1. Capital "I" and equation sign or two hyphens.
2. Oblique and equation sign or two hyphens.
3. Capital "I" and two apostrophes.

Section mark §

One capital "S" or small "s" partly over another

21. In typescript intended to be printed the footnote should be typed immediately after the passage to which it refers. A line should be typed above and below the footnote. In work not intended for the printer, footnotes

- 
1. This is the way to insert footnotes in material intended for the printer.
- 

should be typed in single spacing at the foot of the page on which the particular reference marks appear. The footnotes are separated from the text by a line extending reference from left margin to right, or half way across.

## IX. Variety in Typescript.

22. Printers have various size of types which they use to best advantage in the display of their matter. It is possible to achieve similar display in typescript by making use of the eight styles of typing as given below, especially for headings.

- |                         |                         |
|-------------------------|-------------------------|
| (1) Style One.          | (5) STYLE FIVE.         |
| (2) <u>Style Two.</u>   | (6) <u>STYLE SIX.</u>   |
| (3) <u>Style Three.</u> | (7) <u>STYLE SEVEN.</u> |
| (4) <u>Style Four.</u>  | (8) <u>STYLE EIGHT.</u> |

23. It is to be noted that when typing words in spaced letters three spaces are to be left between words. Underlining should be done carefully to cover the letters of the word only ; the punctuation mark, if any, at the end of the word should not be underlined.

## X. Syllabification.

24. Syllabification is the practice of breaking up a word at line-end and carrying a part of it to the next line. It is necessary to do this in order to secure a moderately even right-hand margin, which gives a neat appearance to typescript. The important rule to be observed in word-breaking is that the split should not hinder rapid reading of the typed matter.

25. Word-breaking is done as follows :—

- (i) Division of words should correspond as nearly as possible to the way in which the words are pronounced :  
light-ning, statis-tics, resig-nation, cre-ate, fra-grance, pecu-liar.

Pronunciation of the first part of the word should not be affected by break. Hence :

prop-erty (not pro-property), chil-dren (not chil-dren), pri-mary (not prim-ary).

- (ii) In words containing prefixes or suffixes the natural point of division is at the junction of the prefix or suffix :

con-stant, intro-duce, pro-gramme, accom-plish, field-ing, plenti-ful, friend-ship, acquisi-tion, finan-cial.

- (iii) In words containing doubled consonant medially, division is usually between the two consonants :

regret-ting, excel-lent, drop-ping, allot-ted, com-mon, posses-sive.

- (iv) When words contain medially two or three different consonants without intervening vowel, division can be made after the first consonant :

splen-dour, main-tain, cir-cled, frus-trate, hun-dred.

- (v) Compound words and hyphenated words are divided only where existing hyphens occur :

under-estimate (not under-es-timate), pre-eminent (not pre-emi-nent), cross-section (not cross-sec-tion).

The following hyphenated words should be typed on the same line for obvious reason :

re-mark (mark again), re-cover (cover again).

26. Division should be avoided in the following cases :—

- (i) The last word in a paragraph and the last word in a page.
- (ii) Abbreviated words, figure items, and proper names.
- (iii) When previous two lines end with hyphens.
- (iv) Words of one syllable, their plurals or similar inflexions :  
cause, causes, ploughed, strength.
- (v) When syllable consists of only one or two letters :  
afraid (not a-fraid,) ready (not read-y), bravely (not brave-ly),  
profited (not profit-ed), ancient (not an-cient).
- (vi) When there is doubt as to correct division.

## **XI. Carbon Manifoldng.**

27. In order to take good carbon copies the following points are to be noted :—

- (i) The carbon should be clean and crisp.
- (ii) The paper used for the original and duplicates should be consistent with the number of copies to be taken. Obviously thinner paper must be used where the number of copies required is large. There are several methods in use for arranging carbons and sheets. A quick technique is to insert first the required number of sheet and turning the cylinder just far enough to hold the sheets securely. Then the carbons are to be inserted—with ink surface facing the typist between the sheets, and the whole collection is to be twirled up to the point where typing is to begin.

- (iii) The cylinder should be moderately hard, and free from ridges or indentations. Some machines are fitted with inter-changeable cylinders, and in this case it is easy to substitute the ordinary medium cylinder with a hard one for carbon copies.
- (iv) The types of the machine should be in good order. Battered or worn out types cannot give clear prints. Types are to be cleaned before work.
- (v) The types should be struck evenly so as to give uniform impressions, as any unevenness is emphasized on the carbon copies. The keys should be struck a little harder, particularly such large types as w, g, m, the capitals, figures and fractions. The more the copies required, the harder should be the stroke. Obviously only a standard machine can stand this hard touch. Sharp characters like comma, period and semi-colon should be struck with a lighter touch.
- (vi) When placing carbons between plain sheets, the carbons should be allowed to project about half an inch below the bottom of sheets. When the typed matter is withdrawn from the machine, all the carbons can be separated from sheets by gripping them where they project. Thus the handling of carbons being reduced to the minimum, fingers do not become dirty.

28. *Carbon Economy*.—The carbons should be reversed from time to time so that all the inked surface may be utilised. Carbons should be kept in a special box or drawer. On no account should they be rolled or folded.

## **XII. Stencil Cutting.**

29. *Quality of Stencil*.—The stencil sheets used now-a-days are superior to the old wax sheets. They are “indestructible” in the sense that they may be preserved and used again and again until completely worn out. Unlike the old variety they are not liable to crack or break, and are, therefore, very easy to handle.

30. *Selection of a Typewriter*.—The typewriter to be used for producing the stencil should have good sharp types and a rather hard cylinder. A machine with blunt or worn types and a soft cylinder should not, as far as possible, be used for this purpose. Such a machine can, however, be improved by using an additional hard backing sheet.

31. *General Instructions*.—The following instructions should be borne in mind :—

- (i) The types should be thoroughly cleaned.
- (ii) The ribbon should be thrown out of gear by means of the stencil switch so that the types may strike directly on the stencil sheet. If the ribbon switch is out of order, ribbon may be removed from the machine.
- (iii) A carbon paper should be laid smoothly on the backing sheet of the stencil and the stencil sheet above the carbon, so that the inked side of carbon remains in contact with the back of the stencil sheet. This will make the impressions visible as the stencil is cut.

- (iv) The stencil should be inserted into the typewriter with the backing sheet next to cylinder.
- (v) Placement of the copy well within the printed frame of the stencil sheet may now be planned. If there is difficulty about correct placement, a preliminary copy of the matter may be made on a sheet of paper exactly as it is to appear on the duplicated copy. This preliminary copy may be used for reference when cutting the stencil.
- (vi) The keys should be struck with a definite sharp and even touch so that the stencil may be cut clearly and evenly. The punctuation marks and the letters "o" and "c" require a lighter touch than the other characters; "w" and "m", a heavier touch than usual. Any centres punched out, such as the centre of "o", should be picked up on the tip of a moistened finger and replaced on the stencil.
- (vii) A good rate of speed for stencil cutting is about 20 words less than one's normal speed of typing. This will make for accuracy which is so essential.

A stencil is very likely to wrinkle if it is turned back in the machine for the purpose of correction. To avoid this, the lower edges should be held securely as it is rolled back slowly. If the stencil does not roll back without wrinkling, it may be removed from the machine and reinserted.

- (ix) Rulings for statistical work on stencil are better done with a ruler and the stylus pen, using a light touch.

### **XIII. Corrections.**

32. All errors in typescript are to be erased and corrected. Over-typing or "x-ing" of errors is not permitted in fair copies. Erasing should be done as neatly and inconspicuously as possible. The following points are to be noted in regard to erasing :—

- (i) A good quality eraser should be used.
- (ii) The carriage should be drawn to the side and the paper moved a few spaces upwards to facilitate erasing, and to prevent the eraser dust from falling into the machine.
- (iii) A soft eraser should be used first to remove the fresh ink from the impressions, and then the hard eraser with very light pressure so as to remove as little of the surface of the paper as possible. If the eraser is moved in different directions it will prevent the rubbing of a hole into the paper.
- (iv) Dust should be blown away from the machine in the course of erasing.
- (v) Damping either the eraser or the paper should be avoided. When the eraser becomes dirty, it can be cleaned by rubbing lightly on a piece of fine sand paper.
- (vi) The correction should be typed lightly so as to have the same impression as the original letters.

- (vii) If letters are to be squeezed or spread within a given space back spacer or spacebar can be used to move the carriage half at a time as is done in the following examples :—

To change	He will do	To change	I were here
<u>will</u>		were	
to		to	
<u>would</u>	He would do	was	I was here

If correction is to be done after reinsertion of a typed sheet, the writing line should be adjusted to original level with the help of the line scale and letters like "P", "i", "." on the originally typed line. Adjustment of these characters with reference to the line scale should be noted by the typist.

- (viii) When correction is to be done during carbon manifolding soft eraser alone can be used to erase the errors on carbon copies, but care should be taken to prevent smudging of copies under the pressure of eraser. The method is to place a fairly stiff card behind the paper to be erased, and to shift the card behind other papers before erasing. When all copies are erased the card is removed and the correction typed.

(ix) Correction on stencil paper :

- (a) The surface of the stencil paper containing the error should be smoothed over with nail or any round smooth object. This will aid in closing the incorrect perforations. A very thin coat of correcting fluid should be put over the error. After it is dry the correction may be typed.
- (b) Where a large correction has to be made it may be necessary to resort to "patching" or "grafting". The part of the stencil which contains the incorrect wording is cut out, and a piece of stencil paper is pasted over the gap with gum and correction fluid over the edges. The required correction is then typed over the patch.

## APPENDIX IV

### *Specimen Forms of Communications*

[Chapter VI, Para 66]

#### **1. Letter (with Endorsement)**

No. ....

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

\*From

To

*New Delhi-2, the*

195

SUBJECT :

Sir,

\*\*With reference to your letter No. .... dated. ....  
..... I am directed to. ....

Yours faithfully,

† (A.B.C.),

‡Sd./- A.B.C.

*Under Secretary to the Govt. of India.*

No. ....

*New Delhi-2, the*

195 ..

Copy forwarded for information/necessary action to :—

- (1)
- (2)

(A.B.C.),

*Under Secretary to the Govt. of India..*

\*Not necessary in the case of letters addressed to foreign countries.

\*\*Other alternative forms of the introductory phrases commonly used are :—

- (i) In reply to your letter No. .... dated. ....
- (ii) In continuation of my letter (or this Ministry letter) No. .... dated. ....
- (iii) With reference to correspondence resting with (or ending with) your/this Ministry letter No. .... dated. ....
- (iv) In compliance with the request contained in your letter No. .... dated. ....
- (v) In modification (or supersession) of the orders (or instructions) contained in this Ministry letter No. .... dated. ....
- (vi) I am directed to acknowledge the receipt of your letter No. .... dated. ....
- (vii) I am directed to request. ....

†On original copy of the letter.

‡On copies intended for (1) and (2) referred to in the endorsement.



**2. Office Memorandum.**

No. ....

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

*New Delhi, the*

195 .

OFFICE MEMORANDUM

SUBJECT :

The question of organising a regular service for the stenographers employed in the various Ministries and Attached Offices under the Government of India has been under consideration in this Ministry for some time and it has now been decided that.....

(A.B.C.),

*Under Secretary to the Govt. of India.*

To

.....

.....

**3. Memorandum.**

Specimen-- I.

No. ....

GOVERNMENT OF INDIA

MINISTRY OF HEALTH

*New Delhi, the*

195 .

MEMORANDUM

SUBJECT :

Attention is invited to the Ministry of Health Office Memorandum No. ....dated.....

Instances have come to the notice of this Ministry in which the procedure outlined in rule.....of the Civil Services (Classification, Control & Appeal) Rules has not been strictly followed. It is therefore requested that in future.....

(A.B.C.),

*Under Secretary to the Govt. of India.*

To

Specimen—2.

No.....

GOVERNMENT OF INDIA

## MINISTRY OF HOME AFFAIRS

*New Delhi, the*

195

## MEMORANDUM

## SUBJECT :

With reference to his application dated the.....  
 Shri.....is offered a temporary post of Lower  
 Division Clerk in this Ministry on the following terms :—

(i)

(ii)

(iii)

2. If Shri.....is willing to accept the offer he  
 should report himself for duty to the undersigned not later than.....

(A.B.C.),

*Under Secretary to the Government of India.*

To

Shri.....

**4. Demi-Official Letter.**

D. O. No.....

GOVERNMENT OF INDIA

## MINISTRY OF HOME AFFAIRS

*New Delhi, the*

195

Dear Shri/My dear.....

Will you please refer to your d.o. letter No. ....  
 dated.....regarding.....?

I am sending herewith a copy of the draft rules relating to.....  
 I shall be grateful if you kindly go through it and let me have your comments  
 as soon as possible. It is proposed to convene an inter-departmental meeting  
 early next month to finalise the rules.

Yours sincerely,

(A.B.C.),

Shri.....

**5. Un-Official Memorandum/Note.**

## MINISTRY OF HOME AFFAIRS

## SUBJECT :

The present rules regulating the issue of identity cards provide *inter alia* that.....

2. A question has now arisen whether.

3. This Ministry will be grateful for the Law Ministry's advice on the issue raised in paragraph 2 above.

(A.B.C.),

*Under Secretary.*

Tele. No. ....

Ministry of Law (R./N.R.)

Ministry of Home Affairs U.O. No.....dated.....

( ) *Whichever is appropriate.*

**6. Endorsement.**

No.....

GOVERNMENT OF INDIA

## MINISTRY OF HOME AFFAIRS

*New Delhi, the.....195*

A copy of the undermentioned papers is forwarded to .....  
for information and necessary action.

(A.B.C.),

*Under Secretary to the Government of India.*

*Lists of papers forwarded*

(1) .....

(2) .....

(3) .....

---

**NOTE.**—The above is a specimen of Endorsement as an independent form of communication. There can, however, be endorsements below other forms of communications also e.g., below a letter, notification, etc., as shown in specimen form Nos. 1 & 7.

**7. Notification.**

Specimen—1

[*To be published in the Gazette of India, part I, Section 2*]

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

New Delhi, the 195 .

## NOTIFICATION

No.....Shri X.Y.Z., Under Secretary in the Ministry of Home Affairs, is appointed to officiate as Deputy Secretary in that Ministry  
*vice* Shri.....transferred to the Ministry of Law.

(A.B.C.),

Joint Secretary to the Government of India

To

The Manager,  
 Government of India Press,  
 NEW DELHI.

No..... New Delhi-2, the 195 .

\*Copy forwarded for information to :—

- (1)
- (2)
- (3)

(D.E.F.),

Under Secretary to the Government of India.

Specimen—2

[*To be published in the Gazette of India, part II, Section 3.*]

GOVERNMENT OF INDIA

MINISTRY OF COMMERCE AND INDUSTRY

New Delhi-2, the 195 .

## NOTIFICATION

No. S.R.O....In exercise of the powers conferred by Section 4 of the Supply and Prices of Goods Act, 1950 (LXX of 1950) and in partial modification of the Notification of the Government of India in the late Ministry of Industry and Supply No. S.R.O.....dated.....in so far as it relates to the fixation of price of Caustic Soda, the Central Government hereby fixes the following schedule of maximum price.....[No. ].

(A.B.C.),

Secretary to the Government of India.

To

The Manager,  
 Government of India Press,  
 NEW DELHI.

**3. Resolution.**

Specimen—1

*[To be published in the Gazette of India, part I, Section 1.]*

No.....

GOVERNMENT OF INDIA

MINISTRY OF.....

*New Delhi-2, the 19 .***RESOLUTION**

The Government of India have had under consideration the question of further improving the efficiency of the departments and services concerned with the collection of revenue and as a first step in that direction the President has been pleased, under the powers vested in him by proviso to Article 309 of the Constitution of India, to decide that a Class I Central Service to be known as "Indian Revenue Service" should be constituted with effect from

(A.B.C.),

No.....

*Secretary to the Government of India.**New Delhi, the.....195***ORDER :** Ordered that a copy of the Resolution be communicated to

Ordered also that the Resolution be published in the Gazette of India or generar information.

(A.B.C.),

*Secretary to the Government of India.*

Specimen—2

*[To be published in the Gazette of India, part I, Section 1].*

No.....

GOVERNMENT OF INDIA

MINISTRY OF.....

*New Delhi, the.....19 .***RESOLUTION**

The question of treating as part of pay a portion of the dearness allowance now granted to Central Government Servants has been engaging the attention of the Government of India for some time. The Government of India have now decided to set up a Committee consisting of non-officials and officials to conduct an investigation into this matter and make recommendations to Government on this subject.

2. Shri.....will be the Chairman of the Committee. Shri.....  
and Shri.....will be the members.

3. The following will be the terms of reference to the Committee :—

- (i).....  
(ii).....

(A.B.C.),

*Joint Secretary to the Government of India.*

No.....

*New Delhi, the.....19 .*

ORDER : Ordered that a copy of the Resolution be communicated to.....

Ordered also that the Resolution be published in the Gazette of India for general information.

(A .B.C.),

*Joint Secretary to the Government of India.*

### 9. Press Note/Communique.

*Not to be published or broadcast before.....a.m./p.m.  
on.....day, the.....195*

### PRESS COMMUNIQUE

#### DIPLOMATIC RELATIONS BETWEEN INDIA AND....

The Government of India and the Government of...have agreed to establish diplomatic relations at Legation level. They are confident that the friendly relations already existing between them will thereby be strengthened to the mutual benefit of both the countries.

Forwarded to the Principal information Officer, Press Information Bureau, Government of India, New Delhi, for issuing the Communique and giving it wide publicity.

*Ministry of External Affairs.*

*New Delhi, the.....195 .*

(A.B.C.),

*Joint Secretary to the Government of India.*

### 10. En Clair Telegram.

TELEGRAM  
†RESTIS  
BOMBAY

STATE

\*EXPRESS

No.....REFERENCE YOUR LETTER OF TENTH JULY  
(.) GOVERNMENT OF INDIA NOT REPEAT NOT INTERESTED  
IN SECURING SERVICES OF XYZ (.).....(.)

†HOMEX

NOT TO BE TELEGRAPHED

(A.B.C.),

*Under Secretary to the Government of India.*

## MINISTRY OF HOME AFFAIRS

No.....

New Delhi, the 195

Copy by post in confirmation.

(x.y.z.),

for *Under Secretary to the Government of India.*

To

The Secretary to the Government of Bombay,  
Home Department,  
Bombay.

**II. Express Letter/Savingram.**

GOVERNMENT OF INDIA

## MINISTRY OF HOME AFFAIRS

From Homex, New Delhi.

To.....

No.....

New Delhi, the 195

SUBJECT :

REFERENCE THIS MINISTRY NUMBER.....  
DATED.....AS MATTER HAS TO BE REFERRED TO U.P.S.C.  
FOR CONCURRENCE BEFORE THE END OF CURRENT MONTH  
PLEASE EXPEDITE REPLY.

(A.B.C.),

*Under Secretary to the Government of India*

\*Wherever necessary.

†Telegraphic addresses of the addressee and the sender respectively.

NOTE.—(i) Figures should not be used in the body of the telegram. They can conveniently be replaced by words. For example in the specimen of telegram above "Tenth" has been used in preference to "10th".

(ii) Punctuation marks should not be used except the full stop which should be typed as "(.)" or "STOP".

## APPENDIX V

(Chapter VI, Para 75)

*Parts and Sections in which the Gazette of India is published and the types of matters which are to be published in each.*

---

<i>Part</i>	<i>Section</i>	<i>Type of matter to be published</i>
(To be published from Delhi.)	1.	Notifications relating to Resolutions and non-statutory Orders issued by the Ministries of the Government of India (other than the Ministry of Defence).
	2.	Notifications regarding appointments, promotions, etc., of Government Officers issued by the Ministries of the Government of India (other than the Ministry of Defence).
	3.	Notifications relating to Resolutions and non-statutory Orders issued by the Ministry of Defence.
	4.	Notifications regarding appointments, promotions, etc., of Government Officers issued by the Ministry of Defence.
II (To be published from Delhi.)	1.	Acts, Ordinances and Regulations.
	2.	Bills and Reports of Select Committees on Bills.
	3.	Sub-section(i) General Statutory Rules (including orders, bye-laws etc. of a general character) issued by the Ministries of the Government of India (other than the Ministry of Defence) and by Central Authorities (other than the Administrations of Union Territories).
		Sub-section(ii) Statutory orders and notifications issued by the Ministries of the Government of India (other than the Ministry of Defence) and by Central Authorities (other than the Administrations of Union Territories).
	4.	Statutory Rules and Orders issued by the Ministry of Defence.



III  
(To be published  
from Simla.)

1. Notifications issued by the Supreme Court, Auditor General, Union Public Service Commission, Railway Administrations, High Courts and the attached and Subordinate Offices of the Government of India.
2. Notifications and Notices issued by the Patent Office, Calcutta.
3. Notifications issued by or under the authority of Chief Commissioners.
4. Miscellaneous Notifications including notifications orders, advertisements and notices issued by Statutory Bodies.

IV  
To be published  
from Simla.)

Advertisement and Notices by private individuals and private bodies.

1. Notifications to be published in Sub-section (1) of Section 3 of Part II will be serial numbered by press as 'G. S. R....' and those published in Sub-section (ii) as 'S. O....' The identification numbers given by the Ministries will appear within brackets at the end of notifications.
2. Weekly statements of the Reserve Bank of India published by the Central Government under section 52(i) of the Reserve Bank of India Act, 1934, shall be published in Sub-section (ii) of Section 3 of part II.
3. Part II of the Gazette will be published in Octavo form so that each Section might be bound at the end of the year in a form convenient for reference.
4. Extraordinary issues of the Gazette will be published whenever necessary. The Part and the Section in which the matter would normally have been included will be indicated in the issue itself.
5. In case of doubt as to whether a Notification should be treated as a statutory rule or order and published in Section 3 or Section 4, as the case may be, of Part II, the Ministry of Law should be consulted.

## APPENDIX V-A.

[Chapter VIII, para, 115 (ii)]

*List showing the period for which various registers etc. should be preserved.*

S. No.	Description of the register/ record etc.	Reference to the para of the Manual under which prescribed.	Period for which to be preserved.
1.	Receipt Register	6 (i)	3 years
2.	Invoice	7	1 years
3.	Section Diary	9	8 years
4.	Register of Inter-Sectional Movement	12	1 year after all the references entered in the register have been returned to the originating sections.
5.	Assistant's Diary	37	1 year after all the primary receipts entered in the Diary have been finally disposed of.
6.	Issue Diary	52 (i)	1 year
7.	Work-sheet for typists	53 (i)	1 year
8.	Despatch Register for local Dak	57 (i)	3 years
9.	Despatch Register for postal Dak	57 (i)	3 years or until the completion of local audit, whichever is later.
10.	Peon Book	61	3 years
11.	Postage Stamp Accounts Register	62 (i)	3 years or until the completion of local audit, whichever is later.
12.	*File Register	88	8 years
13.	Movement Diary for S. eno-graphers, P. A. and Private Secretaries	89 (ii)	1 year after all the papers entered in the Diary have been sent out.
14.	Sectional Note book	105	Permanent
15.	List of files	114	Permanent
16.	Control Chart of Primary Receipts	121	1 year
17.	Suspense and Reminder Diary	223	1 year
18.	Register of Promises and Undertakings given in Parliament	153 (i)	1 year after all the promises included in the register have been implemented.

\*Before a file register is actually destroyed, a list of files for the year to which the register relates will be prepared in the form given in Appendix I (5) and maintained in the Section for future reference.

## APPENDIX VI

### (Chapter XI, Para 139)

*Instructions regarding the channels of communications between the Government of India and the State Governments on the one hand, and the Foreign Governments, Foreign Missions in New Delhi, Heads of Indian Diplomatic Missions abroad and International Organisations on the other.*

---

#### I. CHANNEL OF COMMUNICATION BETWEEN THE GOVERNMENT OF INDIA AND FOREIGN GOVERNMENTS (EXCEPT THOSE OF U. K. AND PAKISTAN).

(1) No communications, whatever their nature, to the Government of a foreign country where India has no representative shall be addressed direct by any Ministry except by the Ministry of External Affairs which will decide whether the British diplomatic representative should be used as an intermediary, whether the communication should be made through the Indian Representative in the nearest adjoining country, or whether a direct approach should be made, etc., depending on the nature of the communication. If the British Agency is not used the British Representative in the country concerned should, nonetheless, be apprised immediately of all such communications, since in all countries where India is not directly represented her interests are looked after by the Government of the United Kingdom.

(2) As regards countries where India is represented, communications involving negotiations, or questions of policy or of such importance that even though not involving questions of principle or policy at the initial stage, they might eventually lead to negotiations or to policy decisions, should pass through the External Affairs Ministry. Other communications may be made direct by the Ministry concerned, the Ministry of External Affairs being kept informed. All communications to foreign Governments should invariably be made through the Representative of the Government of India in that country, and NOT direct. Omission to do so places the Heads of our Missions abroad in an embarrassing position. They are put in a false position with the Government concerned. At the same time the Government of India lose the benefit of whatever information, advice or assistance they may be able to give in the light of their local knowledge.

(3) There is no objection to the Ministries of the Government of India corresponding directly with non-official organisations in foreign countries, but copies of such correspondence should invariably be endorsed to the Indian Diplomatic and Consular Representatives concerned so as to keep them fully informed, and to enable them to provide any further information or advice, if sought for by such organisations.

(4) Communications should not be made through the Representatives of Foreign and Commonwealth countries in Delhi, though there is no objection to such representatives being furnished with copies of such relevant correspondence or if such a course is considered undesirable, they can be apprised informally that certain communications have been made to the Governments which they represent.

(5) There is no objection to direct correspondence between technical officers in the Attached and Subordinate offices of the Ministries, *e.g.*, Director, Indian Agricultural Research Institute; Director, Geological Survey of India; Director, Central Rice Research Institute, with their counterparts or with non-official technical organisations in foreign countries on purely technical matters. But copies of such direct correspondence should invariably be endorsed to the Ministry of External Affairs and the Head of the Indian Mission concerned. If the correspondence on scientific matters is incomplete without an exchange of specimens, there is no objection to the exchange of scientific materials where necessary.

## II. CHANNEL OF COMMUNICATION BETWEEN THE GOVERNMENT OF INDIA AND THE GOVERNMENT OF U. K.

### (A) *Communications from the Government of U. K. to the Government of India.*—

(1) Direct communications will ordinarily be sent by or in the name of the Secretary of State for Commonwealth Relations and addressed to the Minister for External Affairs of the Government of India. Copies will simultaneously be forwarded by the Commonwealth Relations Office in London to the High Commissioner for India in the U. K. If a communication is sent by cablegram the Government of India will arrange to let the U. K. High Commissioner in India have a copy of it.

(2) In the case of correspondence arising out of the winding up of various matters which were formerly dealt with by the Departments of the Government of India with the late Secretary of State for India, however, it has been agreed as a matter of convenience that the Commonwealth Relations Office of the U.K. Government may adopt exceptionally the practice of addressing communications direct to the relevant Ministries of the Government of India but copies of such communications should be sent to the Ministry of External Affairs, New Delhi. Such communications may on occasions take the form of official letters addressed to the Secretary of the Ministry concerned of the Government of India.

(3) Apart from correspondence direct from one Government to the other, communications will continue to be made to the Government of India by the High Commissioner for the U. K. in India.

### (b) *Communications from the Government of India to the Government of U.K.*—

(1) Communications will either be direct or through the High Commissioner for India in London. When direct communication is undertaken the procedure will be similar to that outlined in (A) above. Such communications will be addressed by or in the name of the Minister for External Affairs and addressed to the Secretary of State for Commonwealth Relations in the U.K. Copies of all communications addressed to the Commonwealth Relations Office by the Ministry of External Affairs will as a matter of course be forwarded to the High Commissioner for U.K. in India. Copies of all communications addressed by mail to the Secretary of State for Commonwealth Relations will simultaneously be sent to the High Commissioner for India in London. If a communication is sent by cablegram the U. K. Government will arrange to furnish the High Commissioner with a copy thereof.

(2) While all correspondence will ordinarily be undertaken by the Ministry of External Affairs either direct or through the High Commissioner, other Ministries of the Government of India may until further orders communicate direct with the High Commissioner for India in the U. K. except

on matters of policy or on important negotiations. Even in these matters other Ministries may in special cases and with the concurrence of the Ministry of External Affairs correspond direct with the High Commissioner.

(3) In matters of detail such as described in (A) above communications may be sent by the Ministries of the Government of India direct to the Commonwealth Relations Office in London addressed to the permanent Under Secretary of State, but copies should simultaneously be sent to the Ministry of External Affairs and to the High Commissioner for India in London.

(4) A statement showing the action to be taken by the Commonwealth Relations Office in London and the Government of India in the matter of supply of copies of communications exchanged between the two Governments is annexed (Annexure).

NOTE.— On matters of great importance communication from Prime Minister to Prime Minister will occasionally pass in either direction.

### III. CHANNEL OF COMMUNICATION BETWEEN GOVERNMENT OF INDIA AND GOVERNMENT OF PAKISTAN.

(A) *Correspondence between the Central Government of India and the Central Government of Pakistan.*—All communications between the Central Government of India and the Central Government of Pakistan should be canalised through the Ministry of External Affairs of the Government of India. That Ministry will correspond with the Ministry of Foreign Affairs and Commonwealth Relations of the Government of Pakistan through the High Commissioner for India in Pakistan. This will, however, be subject to the following exceptions :—

(i) Correspondence regarding details of implementation of the decisions of the Partition Council and the several Agreements reached between India and Pakistan and on other matters of purely administrative detail may be conducted by the Partition Secretariat, the various Ministries of the Government of India and their subordinate offices with their opposite numbers in Pakistan, provided that—

(a) the correspondence is routed through the High Commissioner for India in Pakistan. (Where, in cases of urgency or for other special reasons, direct correspondence is made with the authorities in Pakistan, copies of such correspondence should be forwarded simultaneously to the High Commissioner for India in Pakistan.)

(b) Copies of the important correspondence are sent to the Ministry of External Affairs, and in matters relating to partition, to the Partition Secretariat.

(ii) Where correspondence on matters regarding (a) above involves a question of policy or is of such importance that even though not involving such a question at the initial stage may eventually lead to negotiations or a policy decision between the two Governments, the channel of communication should be through the Ministry of External Affairs, except where a different method is agreed to by that Ministry.

(iii) The Ministry of Commerce may correspond with the Government of Pakistan through the Indian Trade Commissioner at Karachi, on matters not involving policy questions such as those concerning release of imported goods detained in Pakistan, etc. Copies of all important communications should, however, be sent simultaneously to the High Commissioner for India at Karachi and to the Ministry of External Affairs.

(iv) The Partition Secretariat and the various Ministries of the Government of India as well as their subordinate offices may carry on demi-official correspondence with their opposite numbers in Pakistan on routine matters or with a view to ascertaining the possible reactions of that Government to any new proposals on any subject, provided it is made clear in the correspondence that the views expressed therein do not in any way commit the Government of India.

(B) *Correspondence between State Governments in India and Provincial Governments in Pakistan.*—(1) The partitioned Provinces of West Bengal, Assam and East Punjab may continue to in accordance with special authorisations issued from time to time correspond direct with the corresponding partitioned Provinces of Pakistan on partition matters and on details of implementation of the several Agreements between India and Pakistan, subject to copies of all important communications being forwarded simultaneously to the Ministry of External Affairs, the High Commissioner or the Deputy High Commissioner for India in Pakistan concerned, and in partition matters, to the Partition Secretariat. Correspondence on matters involving interpretation of agreements and decisions and on matters involving a question of policy or of such importance that even though not involving such a question at the initial stage may eventually lead to negotiations or a policy decision between the two Governments should, however, be canalised through the Government of India.

(2) There shall be no direct communication of any kind between the State Governments in India on the one hand and the Government of Provinces in Pakistan on the other save in the case of the partitioned Provinces, except where they have been specifically authorised to carry on such correspondence by the Government of India.

(C) *Correspondence between the State Governments of India and the Central Government of Pakistan.*—There shall be no direct correspondence between a State Government in India and the Central Government of Pakistan and *vice versa*.

(D) *Correspondence between subordinate authorities in the two countries.*—(1) There shall be no communication between subordinate authorities in India and subordinate authorities in Pakistan except where such correspondence has been specially authorised or is in the execution of the ordinary processes of law in accordance with any agreement between the two Governments.

(2) In order to save time and labour in the office of the High Commissioner and Deputy High Commissioners for India in Pakistan all communications routed through them for the Government of Pakistan should as a rule be sent to them *in duplicate*, or in the form of drafts to be issued by the High Commissioner or the Deputy High Commissioners.

#### IV. CHANNEL OF COMMUNICATION BETWEEN THE GOVERNMENT OF INDIA AND THE HEADS OF INDIAN MISSIONS, OTHER OFFICERS ABROAD.

(1) Correspondence on matters involving future negotiations, or questions of foreign policy, shall be between the Head of the Indian Mission abroad and the Ministry of External Affairs. Correspondence on technical questions, not involving future negotiations or foreign policy decisions, shall be between the appropriate Ministry of the Government of India and the technical office

employed by that Ministry in the Diplomatic Mission concerned, or the Head of the Mission where there is no such technical officer under intimation to the Ministry of External Affairs.

(2) Correspondence between the Government of India and temporary delegations or Special Missions shall be addressed to or by the Ministry of the Government of India instructing the Delegations or Mission, but copies of communications should ordinarily be sent to the Ministry of External Affairs and to the Head of the Indian Missions abroad in the country concerned.

(3) Official letters or telegrams to be addressed to the Heads of the Indian Missions abroad shall be drafted by the Ministry primarily concerned and, where it is not the Ministry of External Affairs, sent to that Ministry for concurrence and issue. Where the Ministry of External Affairs is primarily concerned, it shall obtain the agreement of other concerned Ministries of the Government of India before the issue of such letters or telegrams.

(4) These instructions shall also apply to correspondence between the Government of India and British Diplomatic Missions looking after Indian interests in countries where India is not directly represented. The External Affairs Ministry will normally forward such correspondence through the Commonwealth Relations Office in London.

#### V. CHANNEL OF COMMUNICATION BETWEEN THE GOVERNMENT OF INDIA AND FOREIGN DIPLOMATIC MISSIONS IN NEW DELHI.

(1) All official communications between the Government of India and foreign Missions in New Delhi shall be addressed to and by the Ministry of External Affairs.

(2) Informal correspondence or oral conversations on routine matters, such as information of a non-confidential nature (*e.g.*, repairs to houses, etc.), may be carried on direct by other Ministries of the Government of India. When, however, foreign Missions in India get in touch with officers of other Ministries on initially unimportant matters, but which subsequently develop into more important questions, it is essential that the Ministry of External Affairs should be associated in the discussions at the earliest possible stage. All Ministries should adopt the practice of recording the substance of all important conversations with representatives of foreign Governments, and of endorsing a copy thereof, or the minutes of such meetings, to the Ministry of External Affairs immediately afterwards.

(3) An officer of the Ministry of External Affairs should be associated with all important negotiations conducted in India between any Ministry of the Government of India and the representatives of a foreign Government.

(4) When communications which ought to be addressed to the Ministry of External Affairs are addressed by foreign representatives direct to other Ministries, the latter should consult the Ministry of External Affairs at the earliest opportunity, and the reply should either be sent by the Ministry of External Affairs or by the administrative Ministry who should add a polite request that such communications should in future be addressed to the Ministry of External Affairs.

(5) The preparations of final texts and the arrangements for the signature of agreements between the Government of India and foreign Governments shall be made in consultation with the Ministry of External Affairs.

(6) There is no objection to direct correspondence between Foreign Missions (including their Trade Agents, etc.), and the various Ministries of the Government of India (including their attached and subordinate offices) for the collection of technical, and purely factual data of a non-confidential nature. The Attached and Subordinate offices should, however, invariably take the advice of the administrative Ministry whenever in doubt about the nature or implication of the enquiry.

(7) Frequent enquiries are received by the Ministries from Foreign Trade Commissioners in India about the production and manufacture in India of certain products details of which must be kept secret for reasons of security. Every care must therefore be taken to ensure that no information is supplied, however, innocuous it may seem, which is likely adversely to affect security considerations. When in doubt the Ministries and the Attached and Subordinate offices concerned should consult the Intelligence Bureau (Ministry of Home Affairs) who will, if necessary, take the advice of the Director of Military Intelligence.

#### VI. CHANNEL OF COMMUNICATION BETWEEN STATE GOVERNMENTS AND (1) FOREIGN MISSIONS IN INDIA, (2) INDIAN MISSIONS IN OVERSEAS COUNTRIES AND (3) FOREIGN GOVERNMENTS.

(A) *Between State Governments and Foreign Missions in India.*—(1) All official communications with Foreign Missions in New Delhi should normally be addressed to and by the Ministry of External Affairs. Should any communications be addressed by Foreign Missions direct to State Governments, the latter should consult the Ministry of External Affairs at the earliest opportunity. A reply will be sent by the Ministry of External Affairs themselves or they will ask the State Governments to send a reply adding a polite request that such communications should in future be addressed to the Ministry of External Affairs.

(2) There is no objection to direct correspondence between the Consuls, Consuls-General and Trade Representatives of Foreign Governments and Deputy High Commissioners of the U. K. in India on the one hand and State Governments on the other, on routine matters such as a request for factual information of a non-confidential nature on technical subjects. When in doubt the advice of the Ministry of External Affairs should invariably be obtained if security considerations arise, the Ministry of Home Affairs should be consulted.

(3) Correspondence which relates to a matter involving directly or indirectly a question of policy or one which, though not initially, may eventually lead to a policy decision should be sent through the diplomatic representatives of the countries concerned and the Ministry of External Affairs.

(4) The Government of Uttar Pradesh is authorised to correspond direct with Foreign Missions in India in the matter of remittance by the Administrator General and Official Trustee of monies to beneficiaries abroad, subject to the condition that if the payment to beneficiaries is required to be made in foreign currencies, the previous permission of the Reserve Bank of



India and the Ministry of Finance will be obtained in accordance with the rules on the subject. Copies of such communications should be sent to the Ministry of External Affairs.

(B) *Between State Governments and Indian Missions in Foreign Countries.* (1) There is no objection to direct correspondence between State Governments and Indian Missions abroad on purely routine matters provided copies of the correspondence are endorsed to the Ministry of External Affairs as well as to the administrative Ministry concerned. Correspondence on questions involving policy should invariably be sent through the Ministry of External Affairs.

*Exceptions.* Correspondence in respect of the following will continue to be sent through the Ministry of External Affairs :

- (i) Completion of D. 1-91, N. R. P.-78, and 127 Forms in respect of relatives of Indian Residents in South Africa, Northern Rhodesia and Southern Rhodesia, respectively ;
- (ii) Entry of educated entrants into South Africa;
- (iii) Applications for temporary visits and entry into South Africa and any of the East and Central African territories.

(2) Subordinate Officers of State Governments are not authorised to correspond direct with Indian Missions abroad.

*Exceptions.* The Administrator-General and Official Trustee, U.P. Government, is authorised to correspond direct with Indian Missions on the remittance of monies, subject to his obtaining the previous permission of the Reserve Bank of India and the Ministry of Finance in accordance with the rules on the subject if payments are required to be made in foreign currencies to beneficiaries abroad.

(C) *Between State Governments and Foreign Governments.*—State Governments should not correspond directly with Foreign Governments. Normally such communications are not acted upon by the Foreign Government concerned, and are made over by them to the appropriate Indian or British diplomatic authority. The proper channel of communication with Foreign Governments is the Government of India in the Ministry of External Affairs, and the Indian diplomatic post in the country concerned, or, where there is no Indian Representative, the British Representative.

*Exception.* All Heads of State Police Forces, as also the Inspector-General of Police, Special Police Establishment, Ministry of Home Affairs, Government of India, can correspond direct with their opposite number in the United Kingdom and Colonies in connection with the investigation of specific crimes of a non-political character. All references about political crimes and any other references about policies and general information should, however, be routed through the Director, Intelligence Bureau, Ministry of Home Affairs.

There is no objection to the Courts in India which enforce foreign maintenance orders entering into direct correspondence with courts in foreign countries in routine matters relating to maintenance orders and remittances of payments due under such orders.

VII. CHANNEL OF COMMUNICATION BETWEEN THE GOVERNMENT OF INDIA AND INTERNATIONAL ORGANISATIONS.

All correspondence to the United Nations should be sent, as a general rule, by the Ministry of External Affairs through the India Delegation Office at New York. In all cases, two spare copies of the communications should be attached to the original to enable the Ministry of External Affairs and the India Delegation Office, New York, to keep a copy each for their office records. Correspondence on routine matters, may however, be addressed to the Specialised Agencies and Subsidiary Organs of the United Nations, direct, by Ministries of the Government concerned with the work of any specialised Agency and copies should be endorsed to the Ministry of External Affairs and the India Delegation Office at New York.

## ANNEXURE

### [APPENDIX VI, PARA 4 OF II (B)]

*Procedure of Communication between the Government of India and the Government of the United Kingdom—Action to be taken in the matter of Copying the correspondence*

Nature of Communication	Action to be taken by Commonwealth Relations Officer, London	Action to be taken by Government of India
<b>TELEGRAMS</b>		
(1) Telegram to Ministry of External Affairs of Government of India.	Copy to High Commissioner for India in London.	Copy to U. K. High Commissioner in India.
(2) Telegram to Ministry (other than Ministry of External Affairs) of Government of India.	(1) Repeat to Ministry of External Affairs of Government of India. (2) Copy to High Commissioner for India in London.	Copy to U. K. High Commissioner in India.
(3) Telegram from Government of India, Ministry of External Affairs	Copy to High Commissioner for India in London.	Copy to U. K. High Commissioner in India.
(4) Telegram from Ministry (other than Ministry of External Affairs) of Government of India.	Copy to High Commissioner for India in London.	(1) Copy to U.K. High Commissioner in India. (2) Copy to Ministry of External Affairs of the Government of India.
<b>'SAVINGRAMS'</b>		
(5) Savingram from Commonwealth Relations Office to the Ministry of External Affairs of the Government of India.	(1) One extra copy, with copy of any enclosure, to be sent to the Ministry of External Affairs of the Government of India. (2) Copy to High Commissioner for India in London.	Copy to be passed on to U. K. High Commissioner in India.
(6) Savingram from Commonwealth Relations Office to a Ministry (other than the Ministry of External Affairs) of the Government of India.	(1) One extra copy, with copy of any enclosure, to be sent to the Ministry of the Government of India addressed. (2) Copy to the Ministry of External Affairs of the Government of India. (3) Copy to High Commissioner for India in London.	The Ministry of the Government of India addressed to pass on copy to the U.K. High Commissioner in India.
(7) Savingram from Ministry of External Affairs of the Government of India.	Copy to be passed on to the High Commissioner for India in London.	(1) One extra copy with copy of any enclosure, to be sent to the Commonwealth Relations Office. (2) Copy to the U.K. High Commissioner in India.

Nature of Communication	Action to be taken by Commonwealth Relations Office, London	Action to be taken by Government of India.
(3) Savingram from a Ministry (other than the Ministry of External Affairs of the Government of India.	Copy to be passed on to the High Commissioner for India in London.	(1) One extra copy, with copy of any enclosure, to be sent to the Commonwealth Relations Office. (2) Copy to the U.K. High Commissioner in India. (3) Copy to the Ministry of External Affairs of the Government of India.

## LETTERS

(9) Letter to Ministry of External Affairs of Government of India.	(1) Copy to U. K. High Commissioner in India. (2) Copy to High Commissioner for India in London.	
(10) Letter to Ministry (other than Ministry of External Affairs) of Government of India	(1) Copy to Ministry of External Affairs of Government of India. (2) Copy to High Commissioner for India in London. (3) Copy to U.K. High Commissioner in India (if he is concerned).	
(11) Letter from Ministry of External Affairs of Government of India.		(1) Copy to U. K. High Commissioner in India. (2) Copy to High Commissioner for India in London if deemed necessary.
(12) Letter from Ministry (other than Ministry of External Affairs) of Government of India.	..	(1) Copy to U.K. High Commissioner in India. (2) Copy to High Commissioner for India in London (3) Copy to the Ministry External Affairs of Government of India.

## OTHERS

(13) Communication on matter of detail sent to Partition Secretariat of Government of India.	Copy to Partition Secretariat of the Government of Pakistan for <i>Information</i> .
(14) Communication on matters of detail relating to the Defence Ministry sent to the Joint Defence Council.	Copy to External Affairs Department of the Government of Pakistan.

NOTE.—In respect of items No. 4, 8 and 12, copies are not required to be sent by the concerned Ministry of the Government of India to the Ministry External Affairs in those cases in which the External Affairs Ministry has already agreed that such copies need not be sent to it.

## APPENDIX VII

### PROCEDURE RELATING TO CASES INVOLVING LEGISLATION IN PARLIAMENT

(CHAPTER XII, PART 147)

1. *Initial action.*—The Ministry of Law may initiate certain types of substantive legislation on matters like civil law and procedure, legal practitioners, insolvency, religious and charitable endowments, etc. and legislation of a formal character such as the periodical repealing and Amending Bills. Except for these matters, every proposal to initiate legislation in Parliament shall be considered in the Ministry to which the subject-matter of the legislation relates. The necessity for the legislation and all matters of substance to be embodied therein, except the technical details of the Bill, shall be discussed and settled in such Ministry.

2. *Consultation with the Ministry of Law.*—Whenever a Ministry finds it necessary to promote legislation, whether by Bill, by Ordinance or by Regulation, the proposal will, in the first instance, be referred to the Ministry of Law for its advice as to whether legislation is necessary or desirable and is within the competence of Parliament under the Constitution, and if so, the general lines on which the legislation may be drafted.

2-A. *Legislation in respect of Union Territories.*—(i) Under Section 2 of the Union Territories (Laws) Act, 1950, the Central Government is competent to extend, by a notification in the official gazette, any State enactment, with or without modification, to a Union Territory. All proposals for such extension will be dealt with in the Ministry of Home Affairs who will examine them in consultation with the Ministry of Law and other Ministries concerned and then place them before the appropriate Advisory Committee.

(ii) As regards independent items of legislation, which have to be introduced in Parliament, proposals may be sponsored by the Administrative Ministries according to the subjects concerning them. The administrative Ministries will, however, consult the Ministry of Home Affairs at the earliest possible stage to enable the latter to express their views as regards the desirability of undertaking the proposed legislation, the principle or principles involved therein and the substance of the more important provisions proposed. Thereafter, the administrative Ministry concerned will prepare the draft bill in consultation with the Ministry of Law and the other Ministries etc. concerned and send the final draft to the Ministry of Home Affairs for being placed before the appropriate Advisory Committee. As soon as the matter has been considered by the Advisory Committee, the Administrative Ministry will take suitable steps to obtain the approval of the Cabinet and introduce and process the proposed legislation in Parliament in accordance with the procedure described in the following paragraphs.

(3) *Approval of the Cabinet.*—If, after such consultations as may be necessary, it is decided to undertake legislation, a self-contained summary of the case shall be prepared in consultation with the Ministry of Law and submitted to the Cabinet for its approval.

4. *Ministry of Law to be supplied with all relevant papers.*—When the proposal for legislation is approved by the Cabinet, all the relevant papers should be sent to the Ministry of Law with an office memorandum indicating with sufficient precision the lines on which it has been decided to legislate and requesting the Ministry of Law to draft the requisite Bill.

5. *Preparation of the Draft Bill by the Ministry of Law.*—On the basis of the office memorandum referred to in paragraph 4 above and after such consultation with the Ministry concerned as may be necessary, the Ministry of Law will prepare a Draft Bill and send it to the Ministry concerned for approval. If the originating Ministry is satisfied that the draft Bill as prepared by the Ministry of Law meets with its requirements, it will be returned to the Ministry of Law with a Statement of Objects and Reasons signed by the Minister who will be in-charge of the Bill in Parliament.

All amending Bills should contain extracts of sections of the original Acts which are sought to be amended.

Under the Rules of Procedure and Conduct of Business in either House of Parliament, a Bill involving expenditure shall be accompanied by a financial memorandum inviting particular attention to the clauses involving expenditure and giving an estimate of the recurring and non-recurring expenditure involved in case the Bill is passed into Law. Such financial memoranda should be shown to the Department of Revenue and Expenditure of the Ministry of Finance at the draft stage before the relevant bills are introduced in Parliament. A Bill involving proposals for delegation of legislative power shall be accompanied by a memorandum explaining the proposals and drawing attention to their scope and stating also whether they are of a normal or exceptional character.

All the discussions relating to the drafting of Bills, etc., will take place on the files of the Ministry of Law.

6. *Printing of the Bill.*—After the drafting of Bill and all preliminaries connected therewith have been settled, the Ministry of Law will send the Bill together with all its enclosures to the Government of India Press for printing. Clauses or provisions in the Bill which involve expenditure from public funds will be printed in thick type or in italics. The proof copy of the Bill received from the Press will be scrutinized by the Ministry of Law and forwarded to the Secretariat of the House concerned who will place the requisite print order.

6-A. *Procedure for obtaining copies of Bills.*—Ministries requiring additional printed copies of Bills as introduced should send their demands along with the requisition for work in the prescribed form (S. 99), duly completed, to the Secretariat of the House concerned. This should be done well in time and, in any case, *not* later than the date on which the corrected proof of the relevant bill is forwarded by the Law Ministry to the Secretariat concerned, to enable the latter to consolidate the print order for issue to the printers. For this purpose, the originating Ministry may keep in touch with the Ministry of Law as regards the probable date of the transmission of the Bill to the Secretariat of the House concerned.

A similar procedure will be followed for obtaining copies of the reports of Select Committees or Joint Committees on Bills except that the order should be sent to the Secretariat of the House concerned not later than the date by which the report is scheduled to be presented.

The demand for copies of Bills as passed by both Houses of Parliament should be sent to the Secretariat of the House concerned in which the Bill is finally passed *not* later than the date of its passage.

The cost of printing the additional copies will be debited against the monetary allotment of the Ministry/Department concerned.

7. *Passage of the Bill through Parliament.*—Except for Money Bills and Bill making provision for any of the matters specified in sub-clauses (a) to (f) of clause 1 of the Article 110 of the Constitution, introduction of which in the Rajya Sabha is prohibited under Articles 109 and 117, Bills may originate in either House of Parliament, the choice being a matter of convenience depending upon the state of Parliamentary business. When the question in which House a Bill is to be introduced has been settled, the Ministry of Law will send the proof copy of the Bill to the Secretariat of that House with an office memorandum under intimation to the Department of Parliamentary Affairs which will fix the time and date for the introduction of the Bill in the relevant House. After the proof copy of the Bill has been so sent, that Secretariat gets fair copies of the Bill printed and takes all further steps incidental to its passage through the House.

8. *Recommendations or previous sanction of the President.*—Where under Articles 3, 117, 274 and 349 of the Constitution, the recommendation or the previous sanction of the President is necessary for the introduction in, or the consideration by, Parliament of certain classes of Bills, such recommendation or previous sanction will be obtained by the Administrative Ministry concerned and communicated under the signature of the Minister to the Secretary of the Lok Sabha or the Rajya Sabha, as the case may be. Incidentally, when a bill attracts the provisions of Article 117(3), recommendation of the President has to be obtained separately for each House and communicated to the House concerned before the bill is taken up for consideration by that House. In the case of an amendment to a Bill, which under the Constitution cannot be moved without the previous sanction or recommendation of the President, the orders of the President granting or withholding such sanction or recommendation will be similarly obtained by the Administrative Ministry concerned and communicated under the signature of the Minister to the Secretary of the Lok Sabha or the Rajya Sabha, as the case may be. A copy of the communication will also be endorsed to the Ministry of Law.

9. *Scrutiny of the Bill as passed by Parliament.*—When a Bill has been passed by both the Houses of Parliament, the Secretariat of the House which is in possession of the Bill will send a copy thereof as passed to the Ministry of Law which will scrutinize it and point out mistakes in the Bill, if any, relating to printing, spelling, punctuation, numbering of sections, clauses or cross-references and marginal headings. The Ministry may also make suggestions to correct patent errors and mistakes and to make such other changes in the Bill as are consequential on the amendment accepted by the House for the consideration of the Speaker or the Chairman, as the case may be. The Bill will then be returned to the Secretariat of the House concerned.

10. *President's assent.*—The Bill will then be reprinted by the Secretariat of the House concerned with the superscription "as passed by the Houses of Parliament". That Secretariat will thereafter send to the Secretary to the President, through the Ministry of Law, to assent copies of the Bill, together with spare copies with the endorsement of the Speaker of the Lok Sabha or the Chairman of the Rajya Sabha, as the case may be certifying that the Bill has been passed by the Parliament, for the assent of the President. Whenever a bill passed by Parliament is required to receive President's assent before a particular date, the Secretariat of the Lok Sabha or the Rajya Sabha (as the case may be), the Ministry of Law and the Department of Parliamentary Affairs should be advised to that effect in good time to ensure timely action in the matter. There shall be endorsed on every Money Bill when it is presented to the President for assent the certificate of the Speaker signed by him that

it is a Money Bill. Acts are normally published in a Gazette of India Extraordinary on the day on which they are assented to. The date on which the President's assent is given is intimated to the Administrative Ministry by the Ministry of Law. One copy of the Bill bearing the President's signature is retained in the Ministry of Law and the other copy is returned to the Secretariat of the House concerned. The President's Secretariat retains the spare copy. Copies of Acts will also be forwarded by the Ministry of Law to all the State Governments for publication in Gazettes of State Governments.

11. *Printing of copies of Acts for sale.*—The Ministry of Law will take step to have copies of the Act reprinted in suitable form for sale to the public.

12. *Translation of Acts in Hindi and Regional languages.*—When an Act is of general application and of sufficient importance, the Ministry of Law will arrange to have it translated into Hindi (Devanagiri Script) and to have the translation placed on sale. State Governments will be informed when an Act is being so translated. Translation into regional languages will be arranged for by the State Governments if so desired by them.

13. *Procedure regarding non-official Bills.*—(i) Whenever a private member of Parliament gives notice, in accordance with the provisions of the Rule of Procedure and Conduct of Business in the Houses of Parliament, of his desire to move for leave to introduce a Bill, the Secretariat of the House concerned sends a copy of the notice together with a copy of the Bill and Statement of Objects and Reasons to the Ministry to which the subject belongs.

(ii) The Ministry concerned will consult the Ministry of Law as to the competence of Parliament to enact the measure.

(iii) The policy of Government in relation to the Bill shall be officially settled in the Ministry to which the subject belongs with the approval of Parliamentary and Legal Affairs Committee of the Cabinet.

14. *Ordinances and Regulations.*—The procedure described above for promoting Bills will apply *mutatis mutandis* to Ordinances promulgated under Article 123(1) and Regulations made under Article 243(2) of the Constitution. After the terms of the draft Ordinance or Regulation, as the case may be, have been settled in consultation with the Ministry concerned, printed copies will be obtained by the Ministry of Law. An assent copy together with (a) a spare copy of the Ordinance or Regulation, (b) a copy of the Summary to the Cabinet, and (c) a copy of the decision of the Cabinet relating to the Ordinance or Regulation will be submitted by the Ministry of Law for the signature of the President. After obtaining the signature of the President, the Ordinance or Regulation will be published in a Gazette of India Extraordinary. The Ministry of Law will inform the Ministry concerned as to the promulgation or making of the Ordinance or Regulation so as to enable the Ministry to take further action in the matter. Copies of Ordinances are also forwarded to all the State Governments for publication in State Gazettes.



## APPENDIX VIII (A)

### Questionnaire No. 1

### FORM OF ANNUAL INSPECTION

(For Sections other than Receipt and Issue Section)

[CHAPTER XV, PARA 166]

Ministry/Office \_\_\_\_\_ Section \_\_\_\_\_

Date of last annual inspection \_\_\_\_\_ Date of present inspection \_\_\_\_\_

#### PART I—FACTUAL

(To be completed by the Section Officer immediately before inspection)

NOTE.—The correctness of replies should be verified by the Inspecting Officer by detailed or random check, as appropriate.

<i>Question</i>	<i>Answer</i>
1. Name of section	.....
2. (1) Name of Section Officer	.....
(2) Date of posting to the Section	.....
3. <i>Action taken on the last (annual or quarterly) inspection report:</i> (The reply to this question should be entered on the proforma given in Annexure I)	
4. (1) <i>Strength:</i>	<i>Sanctioned</i> <i>Actual</i>
(i) Assistants	.....
(ii) U.D.C.s.	.....
(iii) L. D. C.s.	.....
(iv) Other staff, if any	.....
(v) Daftry/Record Sorter	.....
(vi) Peons	.....
(2) Reasons for shortage, if any	.....
5. <i>Accommodation :</i>	
(1) Actually occupied	.....sq. ft. ....
(2) Admissible according to the prescribed scale*	.....sq. ft. ....
(3) Shortage or excess over prescribed scale.	.....sq. ft. ....

---

\*The existing austerity scale is 40 sq. ft. per head (including daftry but excluding peon) plus an additional 100% for current records, etc.

6. (1) Broad headings of work allotted. (1) .....  
 (2) .....  
 (3) .....  
 (4) .....  
 (5) .....  
 (6) .....  
 (2) Any addition or deletion to suggest. ....  
 .....

7. *Number of receipts received and disposed of during the preceding twelve months :*

Month	Number of 'Primary' receipts received			No. of Primary receipts remaining undisposed of at the end of the month	Percentage of Cols. 5 to 4	Total volume of work handed in terms of receipts	
	B/F from previous month	Received during the month	Total			Total No. of receipts (P, PX & S) received during the month	No. of inter-sectional references received
1	2	3	4	5	6	7	8
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Total							
Monthly average.							

8. *Receipts/cases in hand with each dealing Assistant/U.D.C./Clerk last week-end :*  
(To be filled in with the help of the last weekly arrear statement.)

Name	No. of receipts/ cases in hand	Date of receipts of oldest receipt/case in hand
(1) .....	.....	.....
(2) .....	.....	.....
(3) .....	.....	.....
(4) .....	.....	.....
(5) .....	.....	.....
(6) .....	.....	.....
(7) .....	.....	.....

9. *Are the following types of receipts [vide para 11 of the Manual] diarised :*

- (1) Unsigned communications .....
- (2) Identical representations .....
- (3) Tour programmes .....
- (4) Miscellaneous routine circulars .....
- (5) Copies of office memoranda, etc. ....
- containing general orders.
- (6) Post copies of telegrams and .....
- routine acknowledgements.
- (7) Receipts mis-sent to the Section .....
- by Central Registry, etc.

(Random inspection of diary to be made by Inspecting Officer to verify answers.)

10. *Details of cases pending disposal for more than a month at the end of the preceding month:*

	At the time of last inspection	Now
(1) Total number of case pending disposal:—		
(i) Between 1 and 3 months .....	.....	.....
(ii) Between 3 and 6 months .....	.....	.....
(iii) Between 6 months and 1 year .....	.....	.....
(iv) Between 1 and 2 years .....	.....	.....
(v) Over 2 years .....	.....	.....
TOTAL :	.....	.....

## (2) Details about certain special types of cases:—

	Number pending disposal	Date of oldest reference
(i) Audit objections pending disposal in the Ministry/Office. ....		
(ii) References pending with U.P. S.C. ....		
(iii) References pending with Finance. ....		
(iv) References pending with Audit ....		
(v) References pending with State Governments. ....		
(vi) References pending with other Ministries/Departments. ....		
(vii) References pending with other Sections. ....		

## 11. Punctual submission of periodical returns:

Description of return	Prescribed day/date	Date/Day of actual submission of the last return	Inspecting Officer's remarks (e. g. delays in submission, in correct preparation, etc.)
(i) Weekly arrear statement .....			
(ii) Weekly statement of cases disposed of without reference to Minister-in-charge. ....			
(iii) Monthly abstract of control chart. ....			
(iv) Monthly statement of cases pending disposal for more than a month. ....			
(v) Monthly arrear statement of recording and indexing. ....			
(vi) Material for monthly summary for the Cabinet. ....			
(vii) Material for Monthly note for Indian Missions abroad. ....			
(viii) Quarterly business statement .....			
*(ix) .....			
*(x) .....			
*(xi) .....			
*(xii) .....			

\*Here add special submitted by the Section, if any.

12. *Recording and Indexing :*

Number of files in arrears :—

- (1) Last year .....
- (2) Now .....

Signature of Section Officer .....

Date .....

PART II—DETAILED SCRUTINY OF PRESCRIBED REGISTERS,  
RETURNS, PROCEDURES, ETC.*(This and the succeeding parts of the Questionnaire should be completed by the Inspecting Officer himself.)*13. *Condition of furniture, office equipment and stationery, etc.*

- (1) Furniture. ....
- (2) Type writers. ....
- (3) Other machines in use. ....
- (4) Weather comforts. ....
- (5) Telephone. ....
- (6) Stationery. ....
- (7) General neatness and tidiness. ....
- (8) Any other remarks or suggestions. ....

14. *Reference Books, Rules and Regulations :*

- (1) Maintained up to date ? .....
- (2) Are all necessary books available? .....
- (3) Is a list of books maintained ? .....

15. *Attendance Register :*

- (1) Is attendance marked with time of arrival and departure? .....
- (2) Is it submitted to Branch Officer daily or occasionally? .....

- (3) Remarks about punctuality (any instance of late arrival on the day of inspection to be noted). .....

**16. *Perusal of Dak :***

- (1) Does the Branch Officer see in dak  
 (i) all; or .....  
 (ii) only important receipts ? .....  
 (2) Is major dak taken personally by Section Officer to the Deputy Secretary-in-charge for directions? .....

**17. *Important Receipts :***

Is the Section Officer keeping a special note? If so, in what form ? .....

**18. *Section Diary :***

- (1) Neat and tidy? .....  
 2) Subjects given briefly and clearly? .....  
 (3) File No. (col. 8) given against each entry ? .....  
 (4) Date of final disposal (col.9) given against 'P' and 'PX' entries ? .....  
 (5) Are receipts made over to Assistants/Clerks on the day of receipt in Section ? (Date of previous day's dak to be checked.) .....  
 (6) Is Dairy test-checked by the Section Officer every week ? (Initials of S.O. in token of check to be seen.) .....  
 (7) Are un-official references diarised in red ink ? .....  
 (8) Are previous and later U.O. references linked ? .....

**19. *Inter-Sectional Movement Register:***

Is it test-checked by Section Officer every week ? (Initials of S.O. in token of check to be seen) .....

20. *Classification of Receipts and Control Chart :*

(1) Is control chart entered up daily ? .....

(2) Is disposal marked in Section  
Diary and the Control Chart—(i) with the help of Assistants'  
Diary ? .....(ii) by making enquiries from Asstts.  
U.D.C. concerned ? .....(3) *Random sample check*.—Five Diary Nos. to be picked up at random  
for a test-check and results recorded in the statement below :

S. No.	Dy. No. with classification (‘P’, ‘PX’ or ‘S’,	Whether correctly classified	Date of dis- posal of ‘P’ and ‘PX’ re- ceipts, if since dis- posed of	Whether disposal correctly marked ? (to be checked up with the file)	Whether entry in control chart has been cor- rectly scored off	Remarks, if any
--------	---	------------------------------------	--	---	---	--------------------

(i) .....

(ii) .....

(iii) .....

(iv) .....

(v) .....

21. *Assistant's Diary :*

(1) Name of Asstts/U.D.Cs.	Shri	Shri	Shri	Shri	Shri	Shri
(2) Are entries made daily ?	.....	.....	.....	.....	.....	.....
(3) Are cases coming back for re-examination, etc., enter- ed ?	.....	.....	.....	.....	.....	.....
(4) File Nos. given against Dy. Nos. ?	.....	.....	.....	.....	.....	.....
(5) Date of final disposal noted against ‘P’ and ‘PX’ Dy. Nos. ?	.....	.....	.....	.....	.....	.....
(6) Abstract given at the end of each week ?	.....	.....	.....	.....	.....	.....

22. *List of Standard Heads :*

- (1) Are Heads well chosen and appropriate ? .....
- (2) Are any of them too wide or overlapping ? .....

23. *File Register :*

- (1) Maintained neatly ? .....
- (2) Are files opened under appropriate standard headings ? (to be test-checked.) .....
- (3) Has classification of recording been given against closed files ? .....
- (4) Is tracing of files easy ? (to be test-checked by tracing five current files and result recorded below.)

	File No.	To whom marked in file Register	Whether actually traced from the place marked	Remarks, if any
(i)	.....	.....	.....	.....
(ii)	.....	.....	.....	.....
(iii)	.....	.....	.....	.....
(iv)	.....	.....	.....	.....
(v)	.....	.....	.....	.....

24. *Weekly arrear statement :*

- (1) Was the number of receipts/cases in hand with any Asstt./clerk last week-end unduly heavy ? .....
- (2) Make a rapid survey of the statements submitted since last (annual or quarterly) inspection to see—
- (i) whether there has been an improvement ? .....
- (ii) whether the Section Officer is looking into the statements and giving guidance about expediting delayed receipts/cases ? .....



25. *Monthly statement of cases pending disposal for more than a month:*

- (1) Was the last month's statement submitted to—
  - (i) D.S. ? .....
  - (ii) J.S. or higher authority where necessary .....
- (2) Are directions given by officers for expedition delayed cases and whether action is taken thereon ? .....
- (3) Is this statement discussed at periodical meetings of officers ? .....
- (4) Is the number of pending cases unduly heavy ? .....  
If so, do you recommend any special steps to expedite disposal .....
- (5) Pick out three of the long pending cases and find out if adequate steps were taken to expedite disposal—results to be recorded in the columnar statement below :—

	(i)	(ii)	
(i) File Nos.	.....	.....	.....
(ii) Official reminders?	.....	.....	.....
(iii) Semi-official reminders to opposite number ?	.....	.....	.....
(iv) Demi-official reminder at O & M Officer level ?	.....	.....	.....
(v) Reminder at Secretary level ?	.....	.....	.....

25A. *Call Book*: Does the Section maintain a Call Book and if so—

- (1) Is the register being scrutinized:—
  - (i) by the Section Officer every month ? .....
  - (ii) by the Branch Officer every month ? .....
  - (iii) by the Deputy Secretary every quarter ? .....
- (2) Pick up at random a few files from the Call Book and examine whether their inclusion in the Call Book was justified. ....  
.....  
.....

## 26. (1) Are cases for inclusion in the—

- (i) Statement of cases disposed of without reference to Minister, .....
  - (ii) monthly summary for the Cabinet, and .....
  - (iii) monthly note for Indian Missions abroad .....
- marked at an appropriate stage ?
- (2) Who is marking cases for this purpose ? .....

27. *Suspense and reminder diary :*

- (1) By whom maintained ? .....
- (2) Are challans prepared for cases sent outside and whether duplicate copy thereof is handed over to Asstt./U.D.C. for marking it for suspense ? .....

28. *Sectional Note Book :*

- (1) Is it up to date ? (Pages to be turned over to spot any recent entries. Also think of any important decisions recently taken and verify if they are included.) .....
- (2) How does S.O. mark decisions for inclusion in the Note Book ? .....
- (3) Are entries made in alphabetical order ? .....

29. *Standing Guard Files :*

- (1) How many already exist ?  
(List to be attached) .....
- (2) How many under preparation or yet to be prepared ? (Attach a list of approved type-subjects) .....

## 30. Is the compilation of Departmental Standing Orders (Office Orders about disposal of business, allocation of subjects etc.) up to date ? .....

31. *Indexing :*

- (1) Pick up any three closed or current files and record your observations on the following points:—
 

(1)	(2)	(3)
-----	-----	-----

  - (i) File Nos. ....
  - (ii) Are titles brief and concise ? ....

- (iii) Expressive of the subject dealt with and decision taken ? .....
- (iv) Not too general to make identification of the file difficult ? .....
- (v) Are index slips prepared when opened ? .....
- (vi) Are titles checked by the Section Officer when new files are opened ? .....
- (vii) Are index slips revised when a title is recast at the time of recording ? .....
- (viii) Are index slips placed in their proper alphabetical places ? .....
- (2) Up to what year indexes have been printed up ? .....

### 32. *Recording :*

- (1) Get three recently recorded files and verify whether

#### Files Nos.

- |  | (i)   | (ii)  | (iii) |
|--|-------|-------|-------|
| (i) references properly given ?  | ..... | ..... | ..... |
| (ii) stitched well in a proper cover ?   | ..... | ..... | ..... |
| (iii) previous and later references given on the cover ?                             | ..... | ..... | ..... |
| (iv) classification for record given with due regard to the importance of the case ? | ..... | ..... | ..... |
| (v) whether closure certificate recorded on the file cover ?                         | ..... | ..... | ..... |
| (2) Are requisition slips placed in place of recorded files removed for reference ?  | ..... | ..... | ..... |
| (3) Are records properly maintained and dusted ?                                     | ..... | ..... | ..... |
| (4) Are proper labels affixed to the recorded bundles and racks ?                    | ..... | ..... | ..... |

33. *Weeding :* When were the records last weeded .....

34. *Docketing :* Is the name of sender or addressee given in docketing a receipt or issue respectively ? .....

35. *Referencing* : Is the number of the file indicated alongside the alphabetical slip in referencing ? .....
36. Are "Priority" markings used discriminately ? .....
37. Is noting on files of other Departments done off the file ? (*See* some samples of routine notes and final notes recorded on the returned u.o. files) .....
38. *Lists and Returns* : Are the following being maintained ? .....
- (1) List showing distribution of work among assistants and clerks. ....
  - (2) Register of incoming and outgoing periodical returns [*Vide* Para 129 (i) of Manual]. ....
  - (3) List of periodical returns and reports [*Vide* Para 129 (vi) of Manual]. ....
  - (4) Register of Promises and Undertakings given in Parliament. ....
  - (5) Residential addresses of staff .....
  - (6) Register of spare copies. ....
39. *Standard replies* :  
Have repititive (interim or final) replies been standardised and stencilled or printed ? (List of available specimens to be attached) .....
40. *Secret and Top-secret papers* :  
(1) Are the prescribed instructions being strictly followed ? .....
- (2) Whether a box is available for transmission of Secret and Top-secret papers ? .....
41. *Inspection of Tables of Assistants/U.D.Cs.*  
(1) Does the Section Officer inspect the tables occasionally ? .....
- (2) Any papers/files on tables of Asstts/U.S.Cs. not accounted for in the :—  
(i) Assistants's Diary ? .....
- (ii) Last weekly arrear statement ? .....

### PART III—QUALITY CONTROL AND CASE STUDIES

42. *Is work distributed among Assistants/U.D.Cs.—*  
(1) Fairly evenly ? .....

- (2) With due regard to complexity ? .....  
 [Relate your assessment to the Assistant's Diaries and work distribution list.]
43. (1) Are Assistants/U.D.Cs. rotated to different subjects from time to time? .....  
 (2) Any Assistants working on the same subjects for more than three years ? .....  
 If so, why? Is specialisation considered necessary for any type of work? .....
44. Are any Assistants/U.D.Cs. submitting work direct to Branch Officer ? .....
45. Does Section Officer deal with any types of cases originally ? .....
46. Is Section Officer empowered to dispose of himself any types of cases ?  
 (List of types of cases or copy of office order to be attached) .....
47. Is preliminary examination or consolidation of replies of State Governments or other Ministries when they are consulted started as soon as replies begin coming in ? .....
48. Are references to U.P.S.C. preceded by personal discussion ? (Verify by reference to a few files before giving the reply) .....
49. *Case Studies :*  
 Make a study of two recently closed and representative cases in the form given in Annexure II and give your comments on the following points:—
- (1) Are acknowledgments or interim replies sent where necessary ? .....
- (2) Have you come across any instances in which action could have been expedited by suitable direction by the Branch or higher officer at the dak stage ? .....
- (3) Quality of noting/examination of cases :  
 (i) Any instances of unnecessary or repetitive noting or paraphrasing of earlier notes or of P.U.C. by office or officers ? .....

- (ii) Any occasions when files were returned by an officer for previous papers or precedents or for further information on obvious points overlooked ? .....
- (iii) Any instances of fruitless noting which could have been avoided by personal discussion between officer or department concerned ? .....
- (4) Any instances of delays in inter-departmental consultations? .....
- (5) Any comments about reluctance to accept responsibility by the appropriate officer and submitting cases to higher levels instead. ....
- (6) Any comments about undue hold up at any stage ? .....
- (7) Any other remarks .....

#### PART IV—SUMMARY OF DEFECTS NOTICED AND SUGGESTIONS FOR IMPROVEMENT

50. Brief recapitulation of defects or short-comings noticed and any other suggestions for improvements you may have to make :—

- (1) .....
- (2) .....
- (3) .....
- (4) .....
- (5) .....
- (6) .....

51. Have you received any suggestions for improvement from the staff of the Section ? .....

Also give your views on them. ....

#### PART V—GENERAL SUMMING UP

52. *Summing up*: General assessment of the performance of the Section including a comparative appraisal with reference to the picture revealed during the last annual inspection. ....

Signature of the Inspecting Officer. ....

## ANNEXURE I

*Statement showing action taken on the Last (Annual or Quarterly) Inspection Report*

Defects pointed out or suggestions made in the previous report	Action already taken or proposed
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

File No. \_\_\_\_\_ Subject : \_\_\_\_\_

Date	Event	Interval	REMARKS

1. Examine each paper in the file step by step in a chronological order from the date of receipt of the first communication. Each movement should be noted carefully.
2. In the "Event" column against the appropriate date should be mentioned every stage in the progress of the case e.g., "Assistant receivers P.U.C.", "Asstt. submits a note", "U.S. submits to D.S.", "U.O. reference made to.....Ministry", "draft submitted for approval", "reply issued", etc.
3. The "Remarks" column should give full comments on the speed and quality of work.
4. Any unreasonable intervals between stages should be noted and causes looked for.
5. Comments on the quality of work should deal with defects in procedure and such defects as unnecessary or repetitive noting, omission to put up previous papers and precedents or to comment upon obvious essential points, unnecessary inter-sectional or inter-departmental references, unnecessary submission of cases to higher levels instead of accepting responsibility for disposal, etc.



## APPENDIX VIII-B

### Questionnaire No. 2.

#### FORM OF QUARTERLY INSPECTION

(For Sections other than the Receipt and issue Sections)

[CHAPTER XV, PARA 166]

<i>Question</i>	<i>Answer</i>
1. Name of Section	.....
2. Date of present inspection	.....
3. Date of last inspection (annual or quarterly)	.....
4. (1) Name of Section Officer	.....
(2) Date of posting to the Section	.....
5. <i>Action taken on the last (Annual or Quarterly) inspection report :</i> The reply to this question should be entered on the <i>proforma</i> given in Annexure.	
6. (1) <i>Strength :</i>	<i>Sanctioned</i> <i>Actual</i>
(i) Assistants	.....
(ii) U. D. C.s	.....
(iii) L. D. C.s	.....
(iv) Other staff, if any	.....
(v) Daftry/Record Sorter	.....
(vi) Peons	.....
(2) Reasons for shortage, if any	.....
	.....
	.....
	.....
7. <i>Attendance Register :</i>	
(1) Is attendance marked with time of arrival and departure?	.....
(2) Is it submitted to Branch Officer daily or occasionally?	.....
(3) Remarks about punctuality (any instance of late arrival on the day of inspection to be noted).	.....
8. <i>Important Receipts :—</i> Is the Section Officer keeping a special note? If so, in what form?	
	.....

9. *Section Diary :*

- (1) Neat and tidy? .....
- (2) Subjects given briefly and clearly? .....
- (3) File No. (col. 8) given against each entry? .....
- (4) Date of final disposal (col. 9) given against 'P' and 'PX' entries? .....
- (5) Are receipts made over to Assistants on the day of receipt in Section? (Date of distribution of previous day's dak to be checked). .....
- (6) Is Diary test-checked by Section Officer every week? (Initials of Section Officer in token of check to be seen.) .....
- (7) Are previous and later u. o. references being linked? .....

10. *Inter-Sectional Movement Register :--* Is it being test-checked by Section Officer every week? (Initials of S. O. in token of check to be seen.) .....

11. *Classification of Receipts and Control Chart :*

- (1) Is the control chart entered up daily? .....
- (2) Is disposal marked in the Section Diary and Control Chart—
  - (i) with the help of Assistants Diaries; or .....
  - (ii) by making enquiries from Assts. U. D. Cs concerned .....
- (3) Rate of disposal : Percentage of receipts remaining undisposed of at the end of last three months. (i).....(ii).....(iii).....
- (4) Random sample check : (Five Diary Nos. to be picked up at random for a test check and results recorded in the statement below):—

S. No.	Dy. No. with classification ('P', 'PX' or 'S')	Whether correctly classified	Date of disposal of 'P' or 'PX' receipts if since disposed of	Was disposal correctly marked? (to be checked up with the file)	Whether entry in Control Chart has been correctly scored off	REMARKS, if any
i	.....	.....	.....	.....	.....	.....
ii	.....	.....	.....	.....	.....	.....
iii	.....	.....	.....	.....	.....	.....
iv	.....	.....	.....	.....	.....	.....
v	.....	.....	.....	.....	.....	.....

12. *Assistant's Diary :*

	Shri	Shri	Shri	Shri	Shri
(1) Name of Asstt./U.D.C.					
(2) Are entries made daily?	.....	.....	.....	.....	.....
(3) Are cases coming back for re-examination, etc., entered?	.....	.....	.....	.....	.....
(4) File Nos. given against Dy. Nos.?	.....	.....	.....	.....	.....
(5) Date of final disposal noted against 'P' and 'PX' Dy. Nos.?	.....	.....	.....	.....	.....
(6) Abstract given at the end of each week?	.....	.....	.....	.....	.....

13. *Weekly Arrears Statement :*

- (1) Was the number of receipts/cases in hand with any Asstt./U. D. C. last week-end unduly heavy? .....
- (2) Make a rapid survey of the statements submitted since last (annual or quarterly) inspection to see :—
  - (i) whether there has been an improvement? .....
  - (ii) whether the Section Officer is looking into the statements and giving guidance about expediting delayed receipts/cases? .....

14. *Monthly statement of cases pending disposal :*

- (1) Was the last month's statement submitted to :—
  - (i) D. S. ....
  - (ii) J. S. or higher authority, where necessary? .....
- (2) Are directions given by officers for expediting delayed cases and whether action is taken thereon? .....

- (3) Is this statement discussed at periodical meetings of officers? .....
- (4) Total number of cases pending disposal at the end of the last three months:—

Month			
No. of cases			
Date of the commencement of the oldest case			

14-A. *Call Book* :

- (1) Is it being scrutinized—
- (i) by the Section Officer every month? .....
- (ii) by the Branch Officer every month? .....
- (iii) by the Deputy Secretary every quarter? .....
- (2) Pick up at random a few files from the Call Book and examine whether their inclusion in the Call Book was justified. ....

15. *Punctual submission of Periodical Returns*:

Description of return	Prescribed day/date	Date of actual submission of last return	Inspecting officer's remark if any (e.g. delays in submission, incomplete preparation, etc.)
(1) Weekly arrear statement			.....
(2) Weekly statement of cases disposed of without reference to Minister-in-Charge			.....
(3) Monthly abstract of control chart			.....
(4) Monthly statement of cases pending disposal for more than a month			.....

- (5) Monthly arrear statement of recording & indexing .....
- (6) Material for monthly summary for Cabinet .....
- (7) Material for monthly note for Indian Missions abroad .....
- (8) Quarterly business statement .....
- \* (9) .....
- \* (10) .....
- \* (11) .....
- \* (12) .....

\* Here add any special return submitted by the Section.

16. *File Register :*

- (1) Maintained neatly? .....
- (2) Are files opened under appropriate standard heads (to be tested)? .....
- (3) Has classification of recording been given against closed files? .....

17. *Suspense and Reminder Diary :*

- (1) By whom maintained? .....
- (2) Are challans prepared for cases sent outside and whether duplicate copy there of is handed over to Asstt./U.D.C. for marking for suspense? .....

18. *Indexing :*

- (1) Are titles checked by Section Officer and index slips prepared as soon as new files are opened? .....
- (2) Are index slips placed in their proper alphabetical places? .....
- (3) Extent of arrears, if any .....

19. *Recording :*

- (1) Is it up to date? .....
- (2) If not, state the extent of arrears. ....

**20. Sectional Note Book :**

- (1) Is it up to date? (Pages to be turned over to spot any recent entries. Also think of any important decisions recently taken and verify if they are included.) .....
- (2) How does S. O. mark decisions for inclusion in the Note Book? .....
- (3) Are entries being made in alphabetical order? .....

**21. Standing Guard Files :**

- (1) How many already exist? (List to be attached.) .....
- (2) How many under preparation? .....

**22. Inspection of Assistant's/U. D. Cs.' tables—  
To see if they have with them—**

- (1) any papers or files not accounted for in the Assistant's Diary? .....
- (2) any papers or receipts not shown as arrears in the last weekly arrear statement? .....

**23. Remarks regarding general neatness and tidiness? .....****24. Brief recapitulation of defects or short-comings which need to be rectified and any other suggestions for improvements you may have to make.**

- (1) .....
- (2) .....
- (3) .....
- (4) .....
- (5) .....
- (6) .....

**25. General summing up : (A comparative assessment of the performance of the Section with reference to the picture revealed during the last inspection.)**

*Signature of Inspecting Officer* .....

*Designation* .....

## ANNEXURE

*Statement showing action taken on the Last (Annual or Quarterly) Inspection Report*

Defects pointed out or suggestions made in the previous report.	Action already taken or proposed.
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

## APPENDIX VIII-C

### INSPECTION QUESTIONNAIRE FOR CENTRAL RECEIPT AND ISSUE SECTION

[Chapter XV, Para. 167(iii)]

#### PART I

(To be completed by the Section Officer a day in advance of the date of Inspection)

*Question*

*Answer*

#### I—General

##### 1. Strength :

- |                        |       |
|------------------------|-------|
| (a) Section Officer    | ..... |
| (b) Assistant          | ..... |
| (c) U. D. C.           | ..... |
| (d) L. D. C.           | ..... |
| (e) Gestetner Operator | ..... |
| (f) Despatch rider     | ..... |
| (g) Daftry             | ..... |
| (h) Peon               | ..... |

2. Number of sections catered .....

3. Allocation of staff .....

#### *Receipt :*

- |                                       |       |
|---------------------------------------|-------|
| (a) on receiving dak                  | ..... |
| (b) on sorting and marking of dak     | ..... |
| (c) on registration of dak            | ..... |
| (d) on other duties (to be described) | ..... |

#### *Issue :*

- |   |       |
|---|-------|
| (e) typing  | ..... |
| (f) comparing (including preparation of pads for signature) | ..... |
| (g) despatch  | ..... |
| (h) night duty  | ..... |
| (i) other duties (to be described)                          | ..... |



*Question**Answer*

4. Number of clerks placed on duty for attending to immediate work:
- (a) before and after office hours on working days, and .....
- (b) during office hours on Sundays and closed holidays? .....
5. Number of typewriters and other appliances in use :
- (i) Typewriters .....
- (ii) Duplicating machines:—
- (a) Hand-worked .....
- (b) Electric-driven .....
- (iii) Any other machines *e.g.* franking machine, addressograph, etc., if any .....

**II—Receipt**

6. Number of communications received during the preceding calendar month :
- (a) Actual .....
- (b) Average per working day .....
7. Is local dak received throughout the working hours? .....
8. Usual hours of receipt of postal dak .....
9. Peak hours of receipt of local dak .....
10. Are communications addressed to officers by name :
- (a) received by Central Registry? or .....
- (b) by the officer himself or his P. A. or his peon? .....
11. Are the Receipt Registers maintained in a bound form or in loose sheets? If the former, give the number of registers in use and the basis of distribution of dak among the registers .....
12. Are any entries in the Receipt Registers, *e.g.*, u. o. references entered in red ink? .....

*Question**Answer*

13. Is the dak sent to Branch Officers or to the Section Officers concerned? .....
14. At what hours is the ordinary dak distributed? .....
15. Give the number of receipts not initially marked to the correct Sections during the preceding week (to be ascertained by reference to corrections made in the receipt registers or chaulans) .....
16. Have any instances come to the notice in which receipts were transferred by one section to another direct during the preceding week? .....

*III—Typing and Comparing*

17. Are drafts marked for 'issue' received :  
 (a) Loose ; or .....
- (b) with relevant files? .....
18. Peak hours of receipt of cases from Sections .....
19. Who distributes the work among the typists—Section Officer himself or somebody else? .....
20. Is a work-sheet showing the work allotted to each typist being maintained by the distributor? .....
21. How is the work allotted measured in terms of pages? What is the premium allowed for stencilling work or typing of tabular material? .....
22. Analysis of the actual turn-over during the preceding calendar month:  
 (i) Total number of drafts/cases received for issue. ....
- (ii) Number out of (i) above returned after issue : .....
- (a) on the date of receipt .....
- (b) within 2 days of receipt .....
- (c) within 3 days of receipt .....
- (d) between 4 to 7 days of receipt .....
- (e) in over 7 days after receipt .....

*Question**Answer*

- (iii) Balance left over on the last day of the month .....
23. Number of stencils cut during the preceding month and the total number of copies duplicated .....
24. Are spare copies to Ministries being sent :  
 (a) simultaneously at the time of issue; .....
- or
- (b) at a later date; if so, why? .....
25. Is the comparing work allotted to a pair of examiners by assigning to them the work :  
 (a) turned out by a group of typists ; .....
- or
- (b) relating to certain specified sections .....
26. How many times a day are pads for signature (other than immediate) submitted for signature? .....
27. Are all pads sent for signature received back on the same day and in time for despatch? .....

*IV—Despatch*

28. Total number of communications issued during the preceding calendar month :  

	<i>By Post</i>	<i>By Hand</i>	<i>Total</i>
(a) Actual,	.....	.....	.....
(b) Average for a working day	.....	.....	.....
29. Usual hours of despatch of local ordinary dak by hand (other than "immediate" or "priority")? .....

*V—Night Duty*

30. Number of communications from outside received by the night duty clerk during the preceding week :  
 (a) how many of them were sent to officers' residences the same night? .....
- (b) how many of them were retained for distribution to Sections next morning? .....

*Question**Answer*

31. Number of cases received by the Night Duty clerk for 'issue' during the preceding week and the number of communications actually issued. (A test-check of cases with the Resident Clerk to be made to see if they could not have issued during the day itself or could not wait till the next day)? .....

## PART II

*(To be completed by the Inspecting Officer on the day of inspection)*

## 1—General

## 1. State of work on the day of Inspection :

- (a) Number of "receipts" which were left over as undistributed on the previous evening .....
- (b) Number of drafts/cases brought forward as arrears from the previous day:
- (i) up to 2 days old .....
- (ii) 3-4 days old .....
- (iii) 5-7 days old .....
- (iv) 7-15 days old .....
- (v) over 15 days old .....
- Total .....
- (vi) Date of receipt of oldest case/draft .....
- (c) Number of signed letters etc. left undespached on the previous evening .....

## 2. General remarks about :

- (a) condition of typewriters and other appliances ; .....
- (b) general condition and suitability of furniture .....
- (c) seating arrangements for various categories of staff. Any suggestion for improvement to facilitate movement of men and papers? .....

<i>Question</i>	<i>Answer</i>
(d) general cleanliness and tidiness ; .....	
(e) working conditions—any suggestion for improvement? .....	
3. Are clerks rotated periodically on different duties within the Section? .....	
4. Are clerks working in the R. & I. Section exchanged with those in regular Sections periodically? .....	
5. Does the Section or any part of it work in shifts? If so, why? .....	
6. Are the following readily available in the Section:	
(i) Alphabetical index of subjects allotted to different Sections in the Ministry .....	
(ii) List of residential addresses and telephone numbers of officers of the Ministry .....	
(iii) Lists of addresses etc. of (a) Officers of other Ministries and (b) Officers of State Governments etc. with whom the Ministry is in frequent correspondence .....	
(iv) List of Officers designated by other Ministries to receive dak outside office hours and their residential addresses .....	
(v) Standard list showing number of spare copies of orders of general interest required to be sent to the Ministries .....	

## II—Central Registry

7. If any dak remains undistributed at the end of the day, ascertain and state the reasons for the same and also give suggestions for avoiding arrears? .....
8. Are the entries in the Receipt Register being made properly—according to the instructions prescribed in the Manual? .....
9. Are dak challans properly filled in and acknowledgment of Section Officers obtained thereon? .....

*Question**Answer***III—Typing and Comparing**

10. Are the following registers, etc. being properly maintained :

- (a) Issue Diary (particularly the column showing return of a case to Section) .....
- (b) Work Sheets for typists .....
- (c) Machine Card .....
- (d) Used stencils—are they being kept systematically numbered and well arranged? .....

11. Do you consider the distribution of work among the typists fairly even? .....

12. Comments or observations on :

- (a) Quality of typing and stencilling work done (by random sample check) ; .....
- (b) Observance of economy instructions ; .....
- (c) Careful handling of machines or other appliances .....

**IV—Despatch**

13. Are the following being properly maintained :

- (i) Despatch Register for postal dak .....
- (ii) Despatch Register for local dak .....
- (iii) Stamp Account Register (Is it being checked by the Branch Officer or Section Officer?) .....
- (iv) Peon Book (Does it show always the name of peon?) .....

## APPENDIX VIII-D

### (Chapter XV, para 166)

#### SUPPLEMENTARY QUESTIONNAIRE FOR ADMINISTRATION/ESTABLISHMENT SECTION

##### Questions

##### Answers

##### *Organisation —*

- (1) Have departmental standing orders been issued laying down—
  - (i) detailed distribution of subjects allotted to the Ministry/Department among its wings, divisions, branches and sections, the charges of officers at all levels and the routing of work ; and
  - (ii) Specification of cases or classes of cases which shall be brought to the personal notice of the Minister in charge?
- (2) Are these orders being kept up-to-date?
- (3) Are copies endorsed to the O. & M. Division as and when the orders issue ?
- (4) Is an up-to-date record kept of:—
  - (i) the total sanctioned strength of establishments in various grades and—
    - (a) its break-up into permanent, and temporary ;
    - (b) the dates up to which temporary posts are sanctioned.
    - (c) the actual strength from time to time ; and
    - (d) particulars of unfilled posts ?
  - (ii) particulars of temporary employees for purpose of CS (TS) Rules
  - (iii) the names, designations, residential addresses and telephone numbers of officers and staff ?

2. *Classification*—are there any posts—

- (i) Which have not been formally “classified”?
- (ii) Which have not been declared as “ministerial” or “non-ministerial”?

3. *Recruitment Rules*—

- (i) Are there any posts which are not borne on the cadre, of, or recruitment to which is not made from, any organised services and for which recruitment rules have not been framed?
- (ii) If so, ascertain particulars of such posts and whether action is being taken to frame recruitment rules.

*Direct recruitment*—Pick up at random one case each of direct appointment made to classes I, II, III & IV services/posts during the last year and state:—

- (i) whether the letter of appointment clearly indicated the designation of appointing authority (whether, President or any lower authority to whom power has been delegated);
- (ii) whether the appointee was sent for medical examination *before* appointment;
- (iii) whether character and antecedents were verified *before* appointment;
- (iv) whether the appointee has taken the oath of allegiance to the Constitution or made a solemn affirmation;
- (v) whether any relaxation was made in the matter of —
  - (a) age;
  - (b) educational qualifications,
  - (c) medical examination;
  - (d) channel or process of recruitment; and if so—
- (vi) whether the approval of the competent authority to such relaxation was obtained?

Class I (Shri)	Class II (Shri)	Class III (Shri)	Class IV (Shri)



5. *Promotions*—

- (i) Have rules been framed for regulating promotion to every type of post ?
- (ii) Pick up at random a case each of promotions made during the last year in classes I, II, III & IV services/ posts and state—
- (a) whether claims of everybody in the field of choice were duly considered ?
- (b) whether any relaxations of prescribed rules and procedure were made in any case ?

Class I (Shri	Class II (Shri	Class III (Shri	Class IV (Shri

NOTE.—*If considered necessary, inspecting officer may ascertain whether prior approval of competent authority was obtained in each case of relaxation.*

6. *Consultation with U.P.S.C.*— Is the monthly return of appointments and promotions made without reference to U. P. S. C. sent regularly ?7. *Communal rosters.* —

- (i) Are the “communal” rosters properly maintained ; and
- (ii) Are these made regularly ?

8. *Seniority lists*—Are seniority lists of all grades maintained up-to-date for ready reference ?9. *Annual establishment return*—Was the last annual establishment return of non-gazetted establishment prepared and sent to Accounts Officer by the due date ? (of GFR 119).

10. *Service books/rolls and leave Accounts—*

Pick up at random one service book/roll from each non-gazetted grades and test-check to answer following questions—

- (i) Is the service book/roll and leave account up to date ?
- (ii) Have entries been attested by authorised officer ?
- (iii) Are signatures on the first page of service book re-attested at an interval of 5 years at the least ?
- (iv) Has the certificate of verification been recorded ?
- (v) Has the service book/roll been seen and signed in the relevant column by Government servant concerned (of S.R. 203) ?
- (vi) Have entries relating to suspension or other interruptions in service, if any, been made across the page properly ?

### Description of the grade

[illegible]

11. Ascertain and mention—

- (i) Names of persons who will reach the age of superannuation within one year of the date of inspection.
- (ii) Whether steps have been initiated to verify their service and to take preliminary action to ensure payment of pension without delay?

## APPENDIX VIII-E

(Chapter XV, para 166)

### SUPPLEMENTARY QUESTIONNAIRE I FOR CASH SECTION

Q U E S T I O N S	A N S W E R S																		
1. <i>Amount of cash handled during the last three months.</i>	<table> <tr> <th style="text-align: left;"><u>Month</u></th><th style="text-align: left;"><u>Amount of Cash handled</u></th></tr> <tr> <td>(a) _____</td><td>_____</td></tr> <tr> <td>(b) _____</td><td>_____</td></tr> <tr> <td>(c) _____</td><td>_____</td></tr> <tr> <td style="text-align: right;">Total</td><td>_____</td></tr> <tr> <td style="text-align: right;">Monthly Average</td><td>_____</td></tr> </table>	<u>Month</u>	<u>Amount of Cash handled</u>	(a) _____	_____	(b) _____	_____	(c) _____	_____	Total	_____	Monthly Average	_____						
<u>Month</u>	<u>Amount of Cash handled</u>																		
(a) _____	_____																		
(b) _____	_____																		
(c) _____	_____																		
Total	_____																		
Monthly Average	_____																		
2. <i>Strength of establishment for which bills for pay &amp; allowances are prepared :—</i>	<table> <tr> <td>(a) Gazetted</td><td>_____</td></tr> <tr> <td>(b) Non-gazetted (other than class V)</td><td>_____</td></tr> <tr> <td>(c) Class IV</td><td>_____</td></tr> <tr> <td style="text-align: right;">Total</td><td>_____</td></tr> </table>	(a) Gazetted	_____	(b) Non-gazetted (other than class V)	_____	(c) Class IV	_____	Total	_____										
(a) Gazetted	_____																		
(b) Non-gazetted (other than class V)	_____																		
(c) Class IV	_____																		
Total	_____																		
3. <i>Number of other bills prepared during the preceding three months :—</i>	<table> <tr> <td>(a) T. A. bills</td><td>_____</td></tr> <tr> <td>(b) Bills for advances :—</td><td></td></tr> <tr> <td>    (1) G. P. Find Advance</td><td>_____</td></tr> <tr> <td>    (2) Motor Car Advance</td><td>_____</td></tr> <tr> <td>    (3) Cycle Advances</td><td>_____</td></tr> <tr> <td>    (4) Advance for other conveyances</td><td>_____</td></tr> <tr> <td>    (5) Other advances, if any.</td><td>_____</td></tr> <tr> <td>(c) Contingencies</td><td>_____</td></tr> <tr> <td>(d) Any other types of bills</td><td>_____</td></tr> </table>	(a) T. A. bills	_____	(b) Bills for advances :—		(1) G. P. Find Advance	_____	(2) Motor Car Advance	_____	(3) Cycle Advances	_____	(4) Advance for other conveyances	_____	(5) Other advances, if any.	_____	(c) Contingencies	_____	(d) Any other types of bills	_____
(a) T. A. bills	_____																		
(b) Bills for advances :—																			
(1) G. P. Find Advance	_____																		
(2) Motor Car Advance	_____																		
(3) Cycle Advances	_____																		
(4) Advance for other conveyances	_____																		
(5) Other advances, if any.	_____																		
(c) Contingencies	_____																		
(d) Any other types of bills	_____																		

4. Staff— Is the staff attached to the Section adequate?

5. Head of Office

- (i) Has any gazetted officer, other than head of organisation, been declared as “Head of Office”? (cf. G.F.R. 3)
- (ii) Has the “Head of Office” authorised [cf. G.F.R. 130 (3) & T. R. 142] any other gazetted officer under him,
  - (a) to incur contingent expenditure?
  - (b) to attest entries in Cash Book and Contingent Register?
  - (c) to sign receipts and bills for expenditure or other orders on his behalf?
  - (d) to exercise any other power on his behalf?
- (iii) If so, give the designation of the officer so authorised.
- (iv) Does there exist any formal order delegating such authority?

6. Security.

- (i) Has the cashier—
  - (a) furnished adequate security (cf. G.F.R. 274) ?
  - (b) executed a security bond in the prescribed form (cf. G.F. R. 277)?
- (ii) Amount and type of security tendered.
- (iii) Have adequate measures been taken to safeguard Government money—
  - (a) while kept in office premises; and
  - (b) while in transit?

7. Handling of cash by persons other than cashier.

- (i) Are any persons other than the Cashier employed to deposit moneys into, or receive payment from the Bank?

(ii) If so,

- (a) Within what limits?
- (b) Designation of such person or persons?
- (c) Is head of office satisfied about his/their reliability and trustworthiness?

8. Non-Government moneys [T. R. 77  
(vii)]

- (i) Does the Cashier handle money for any semi-Government or non-Government bodies ?
- (ii) If so, is such money kept and accounted for separately ?

9. Cash Book [T.R. 77]

- (i) Has the number of pages been certified on the first page ?
- (ii) Is the Book written up daily and entries attested by authorised officer;
- (iii) Are totals checked by a person other than writer of the Book ?
- (iv) Are monthly balances analysed and the analysis recorded in the Book?
- (v) Any erasures or over-writings ? Are corrections, if any, made in red ink and duly attested ?
- (vi) Is the Cash balance :—
  - (a) verified monthly ; and
  - (b) subjected to surprise checks?  
(To be verified from certificates recorded in the Cash Book.)

10. Permanent Imprest

- (i) Amount of the permanent imprest ?
- (ii) Is it adequate to ensure even flow of petty payments ?
- (iii) How often is it recouped during the course of a month ?

11. Receipts. (T.R. 82)

- (i) Pick up at random half a dozen counter-foils and verify :—
  - (a) whether they were signed by the authorised officer ; and
  - (b) whether corresponding entries appear in the cash book.
- (ii) Has the number of forms in the receipt book in use been certified (cf. T.R. 85) ?

12. Disbursements. Have any moneys remained undisbursed for more than three months ? If so, details of such amounts should be ascertained and recorded in the statement below :

Date of receipt of amount	Amount	Purpose for which drawn	Reason for non-disbursement	Action proposed to expedite disbursement or to refund
1	2	3	4	5

13. Money received as direct revenue.

- (i) Are any moneys received direct as dues of Government ?
- (ii) Can the handling of such money be avoided by requiring money to be paid by Postal Orders or by direct payment into the Bank/Treasury (cf. T.R. 76) ?

14. Contingent Expenditure.

- (i) Is the Contingent Register (T.R. 298) being written up daily and entries attested by the authorised officer ?

- (ii) Are bills being paid to the parties concerned without delay, say, in not more than 10 days ?

[To be replied after a test-check of five items picked up at random result being recorded the statement below]

S. No.	Date of receipt of bill	Amount	Date of payment	Interval between Cols. 2 & 4	Reasons for an unduly long interval (Col. 5) if any
1	2	3	4	5	6
1.					
2.					
3.					
4.					
5.					

- (iii) Are bills for stores, furniture, etc., supported by a certificate that articles have been received in good condition and entered in the stock register [cf. T.R. 330]? Five vouchers should be test-checked and result recorded in the statement below:—

S. No.	Date of bill	Description of articles	Whether the bill is supported by a certificate about quality of goods and entry in Stock Register	Whether entries in Stock Registers have actually been made (To be verified from the Stock Register)	Remarks
1	2	3	4	5	6
1.					
2.					
3.					
4.					
5.					

- (iv) Are vouchers and sub-vouchers preserved for a minimum period of three years [cf. T. R. 297(i)]?
- (v) Are vouchers duly cancelled as soon as payment has been made [cf. T. R. 297 (ii)]?

15. *Bills*

- (i) Is a bill register in from TR—28A maintained properly ?
- (ii) Is the register scrutinised by authorised officer every month to see this :
  - (a) whether all bills encashed have been accounted for in the cash book ?
  - (b) whether amounts not disbursed within three months of encashment have been refunded to Government ?
- (iii) Is a suitable note kept to link the supplementary bills with the main bills to avoid risks of double drawal ?

16. *Events register*

- (i) Is a register maintained for keeping a note of events affecting pay and allowances etc. of the members of the staff ?
- (ii) Are entries sufficiently descriptive and complete to enable bills etc. being prepared without reference to actual orders ?
- (iii) Are bills for new claims (*e.g.* increments, promotions, i.e. claims etc.) paid within a reasonable time (say, not exceeding 30 days) ?  
A few events to be picked up at random and the result recorded in the statement below :—

S. No.	Event	Date of entitlement	Date of preparation of bill	Date of passing of bill by Treasury	Date of payment to the party concerned
1	2	3	4	5	6
1					
2					
3					
4					
5					



17. *Advances and recoveries.* Is a register maintained for watching recovery of advances ?

18. *Increment*

- (i) Is any register maintained for watching drawal of increments ?
- (ii) Is all preliminary action taken in time ?
- (iii) Are events postponing the date of increment noted in the register ?

19. *L.P.Cs.* Are L.P.Cs. of persons transferred to other office issued promptly ?  
Give particulars of any 3 L.P.Cs. issued in the proforma below :—

Serial No.	Date of relief or transfer	Name of officer	Date of issue of L.P.C.	Interval between columns 2 and 4
1	2	3	4	5
1.				
2.				
3.				

20. *Service Postage Stamps.* Is the balance with the cashier verified monthly by the authorised officer ?

21. *Telephone Bills.*

- (i) Is a register kept watching payments of telephone bills ?
- (ii) Is payment made in good time to earn the discount ?
- (iii) Is a record kept of the trunk calls made on official purpose and settlement of the relevant bills ?

## APPENDIX VIII - F

### (Chapter XV, para 166)

#### SUPPLEMENTARY QUESTIONNAIRE FOR SECTION IN CHARGE OF FURNITURE, STORES AND OTHER OFFICE EQUIPMENT

##### 1. *Stock Register*

- (i) Is the register maintained in the prescribed form ?
- (ii) Are all purchases, disposals and issues entered in the register as they occur ? (To be answered after a test-check of, say, half a dozen items.)
- (iii) Are entries in the register initialled by the authorised officer ? (To be answered after a test-check of half a dozen items.)
- (iv) Is the register inspected and balance test-checked at least once in Six months ? (To be verified by reference to his initials appearing in the register).

##### 2. *Store keeper*

- (i) Are there any officials entrusted with the custody of stores ?
- (ii) If so, whether they have furnished adequate security and executed bond (*cf.* para 274, G.F. Rs.) ?

##### 3. *Distribution Lists*

- (i) Is a register or lists of distribution of furniture and other articles maintained ?
- (ii) Are copies of such lists maintained in each room and verification certificates obtained from the persons incharge at least once in six months ?

##### 4. *Verification of stock*

- (i) Is each class of stores allotted a number for easy identification and does each article bear the name of the Department/Officer, identification number and its serial number ?

- (ii) Is the stock verified periodically ?
- (iii) When was last verification done ?

5. *Purchase of Stores/Furniture*

- (i) Are all purchases made through the D. G.S., & D., where necessary ?
- (ii) Are all direct purchases (excepting small orders not exceeding Rs. 100) made after inviting tenders (*vide* paras 14-22 of Annexure A, Chapter 8, G. F. Rs.) ?

6. *Disposal of unserviceable stores*

- (i) Is the approval of the competent authority taken before disposal ? (*cf.* paras 167-168, G.F. Rs.)
- (ii) Are such stores disposed of:—
  - (a) by departmental auction; or
  - (b) through a registered Government auctioneer.
- (iii) Has the last disposal been noted in the Stock Register under the initials of the authorised officer ?
- (iv) Have the disposal proceeds been accounted for in the Cash Book and credited to Government account ?

7. *Stationery & Forms*

- (i) Is the Register of receipts and issues maintained up-to-date under the initials of the Section Officer incharge ?
- (ii) Is the Register submitted to the officer incharge at least once a month ?
- (iii) Is the stock verified at least once a year ?

8. *Books and Publications*

Is proper inventory or catalogue maintained of books and publications ?



---

## **INDEX**

This index has been compiled solely for the purpose of assisting references and no expression used in it should be considered as in any way interpreting the provisions in the Manual.

---

# INDEX

PARA NO.

## A

### Acknowledgement—

Need for use of — . . . . .	41(i)
Of dak . . . . .	2(iv)
Of dak distributed by Central Registry . . . . .	7
Routine—not to be diarised . . . . .	11(iii)

### Adjournment motions . . . . .

150

### Allocation and Transaction of Government Business . . . . .

Intro. 5

### Annual Financial Statement . . . . .

Intro. 11

### Appendix to Correspondence/Notes . . . . .

80(ii)

### Appropriation Act . . . . .

Intro. 13

### Appropriation Accounts . . . . .

Intro. 16

### Arrear Statement, Monthly . . . . .

125

### Arrear Statement, Weekly . . . . .

124

### Assistance(s)—

Collection of material for action on receipts . . . . .	22
Distribution of receipts among — . . . . .	13
Initial examination of receipts by — . . . . .	21
Initialling of notes by — . . . . .	24(iii)
Maintenance by — of Suspense and Reminder Diary . . . . .	128
Marking of files by — for reminder or suspense . . . . .	65(iii)
Marking of receipts to — . . . . .	8(iii)
Noting on U. O. files by — . . . . .	34
Scope of Noting by — . . . . .	25
Scrutiny by — of entries made in Monthly Arrear Statement . . . . .	125(iv)
Selected — may be authorised to submit cases direct to Branch Officers . . . . .	33(ii)
Submission by — of files for record. . . . .	106(ii)
Submission by — of weekly arrear statement . . . . .	124
Suggestion by — of titles for files and index slips . . . . .	101
Assistant's Diary . . . . .	37, 122 & 124 (ii)

**Attached offices—**

Definition . . . . . Intro. 7

Examination of proposals from — . . . . . 35

Un-Official references by — to Ministries . . . . . 135

**Attorney-General for India** . . . . . Intro. 18 : 136**Audit Objections** . . . . . Note below 8(ii)**Audit Paragraphs** . . . . . Note below 8(ii)**Audit Report** . . . . . Intro. 16 & 17**Authentication of Government Orders etc.** . . . . . 46**B****Branch** . . . . . Intro. 6**Branch officer(s)—**

Charge of — . . . . . Intro. 6

Disposal of cases by — . . . . . 27

Files not to be sent to other departments except by  
the direction of — or higher officers . . . . . 134Indication by — of cases to be included in monthly  
summary for Cabinet . . . . . 38

Inspection of Sections by — . . . . . 167

Instructions by — regarding line of action on receipts 17(i)

Noting by — . . . . . 27

Permission of — needed for keeping a paper for more  
than 10 days . . . . . 130

Perusal of dak by — . . . . . 14

Perusal by — of Register of Periodical Returns and  
Reports . . . . . 129(iv)

Responsibility of — regarding security instructions . 162

Responsibility of — for expeditious disposal of work . 130

Submission of selected dak for perusal to — . . . . . 8(ii)

Verification of Stamp Account by — incharge of  
Central Registry . . . . . 64**Budget** . . . . . Intro. 11

	C	PARA No.
<b>Cabinet—</b>		
Composition of — . . . . .		Intro. 3
Monthly Summary for — . . . . .		38
Parliamentary and Legal Affairs Committee of — . . . . .		148(v)
<b>Carbon Manifolding</b> . . . . .		54(x)
<b>Call Book</b> . . . . .		125- A
<b>Case(s) —</b>		
Arrangement of papers on a — . . . . .		95
Channel for submission of — . . . . .		33
Disposal of — by Branch Officer . . . . .		27
Disposal of — by D. S. . . . .		28
Disposal of — by S. O. . . . .		26 (ii) & (iii)
Examination and progressing of — in which State Governments, other Departments etc. are consulted . . . . .		40
Marking of — for reminder or suspense . . . . .		128(i)
— Sent unofficially to other Ministries . . . . .		See “Unofficial Files”
Statement of — disposed of without reference to Minister . . . . .		32
Statement of — pending disposal over for a month . . . . .		125
Submission of — to higher officers for orders if replies are not received by target dates . . . . .		40
Submission of — to Minister with a self-contained summary . . . . .		29
<b>Central Registry</b> . . . . .		1, 7, 50, 51, 52 & 65-A
<b>Challan of papers sent u.o. to other Departments</b> . . . . .		60
<b>Classification of Receipts</b> . . . . .		8, 118 & 123
<b>Commissioner for Scheduled Castes and Scheduled Tribes</b> . . . . .		Intro. 21
<b>Communications—</b>		
— addressed by name . . . . .		48-A
Forms of — . . . . .		66
Giving of dates on outgoing — . . . . .		57(i)
To State Governments . . . . .		43
To Union Territories . . . . .		43-A
Typing of fair copy of — . . . . .		54(ii)
With M. Ps. . . . .		42



	PARA No.
<b>Comparer</b> . . . . .	54 to 56
<b>Comptroller and Auditor General</b> . . . . .	Intro. 8 (iii) & 16
<b>Consolidated Fund</b> . . . . .	Intro. 9(i)
<b>Consultations—</b>	
Interdepartmental — . . . . .	131-138
Need for oral — . . . . .	30, 31 & 133
<b>Contingency Fund</b> . . . . .	Intro. 10
<b>Correspondence—</b>	
Appendix to — . . . . .	80 (ii)
Docketing of — . . . . .	84
Filing of demi-official and official—. . . . .	91 (i)
Filing of unofficial — . . . . .	91(ii)
Forms of —. . . . .	66
Page numbering of — . . . . .	81
Serial numbering of —. . . . .	83
— Part of file . . . . .	80(i) : 95
— with Foreign Governments and International Organisation . . . . .	139
<b>Council of Ministers</b> . . . . .	Intro. 3
<b>Covers—</b>	
Economy slips for— . . . . .	57(v) (d)
Franking of — to be sent by post . . . . .	58(v)
Opening of — other than secret . . . . .	4
Opening of secret — . . . . .	6(iv)
Use of — in despatch . . . . .	57(v)

## D

### **Dak—**

Despatch of — to officers' residences . . . . .	3 & 94(vi)
Distribution of — among Assistants . . . . .	13
Non-priority . . . . .	58-A(v)
Opening of — . . . . .	4
Priority — . . . . .	58-A(iv)
Priority allotted to the movement of — . . . . .	18

	PARA NO.
Perusal of — by B. O. . . . .	14
Perusal of — by D. S. . . . .	15
Perusal of — by S. O. . . . .	8
Receipt and registration of — by C.R. . . . .	6
Receipt of — during office hours, on working days . . . . .	2
Receipt of — after office hours, and on Sundays and holidays . . . . .	3
Registration of — in the Section . . . . .	10, 11 & 12
S. O. to keep a watch on any hold-up in the movement of — . . . . .	18
Stamping, marking and sorting of — . . . . .	5
Submission of — for perusal of officers in special pads bearing distinguishable label . . . . .	13
Submission of — to B. O. . . . .	13
<b>Delegation of Authority to Section officer</b> . . . . .	26
<b>Demands for Grants</b> . . . . .	Intro. 12 & 14
<b>Demi-Official Letter</b> . . . . .	70 & 91(i)
<b>Department</b> . . . . .	Intro. 6(foot-note)
<b>Deputy Secretary—</b>	
Charge of — . . . . .	Intro. 6
Communication to State Governments to be made only under orders of — or higher officer . . . . .	43
Disposal of cases by — . . . . .	28
Inspection of Sections by — . . . . .	167
Instructions by — regarding line of action on cases . . . . .	17
Perusal of Dak by — . . . . .	15
<b>Despatch—instructions regarding</b> . . . . .	57, 58 & 58-A
<b>Despatcher</b> . . . . .	57 to 60
<b>Despatch Register</b> . . . . .	57(iv), 58(i), 58-A (i), 60 & 62(ii) 115(ii).
<b>Diarist—</b>	
Diarising of receipts by — . . . . .	9
Duty of the — of Central Registry . . . . .	52 & 59

## PARA No.

Initiation of action by — in regard to Weekly and Monthly Arrear Statements . . . . .	124(ii) & 125(ii)-(iv)
Maintenance by — of File Register . . . . .	88
Maintenance by — of Section Diary and Inter-Sectional Movement Register . . . . .	9, 20, 37(iii), 88, 121 & 122
Maintenance by — of Statistical Control Chart . . . . .	121, 122(ii), & 123(i)
Preparation by — of challāns of papers sent U.O. to other Departments . . . . .	60
Preparation by — of numerical abstract of cases pending disposal for over a month . . . . .	125(viii)
Receipts by — of dak from C.R. . . . .	7
Reporting by — to S.O. of dak not received back from officers within 24 hours . . . . .	18
Reporting by — to S.O. of drafts not received back from C. R. within 2 days . . . . .	59
Return by — of drafts after issue to Assistants . . . . .	65(i)
Sending by — of drafts to C.R. for issue. . . . .	51(i)
Submission and distribution of dak by — . . . . .	13
Submission by — of dak received from C.R. to S.O. . . . .	8

**Diary—**

Assistant's — . . . . .	37, 122 & 124(ii)
Issue — . . . . .	52, 59(i) & Appendix V-A
Movement — to be maintained by P.Ss./P.As./Stenographers . . . . .	89(iii)
Reminder and Suspense — . . . . .	65(iii) & 128
Section — . . . . .	9, 12(ii), 20, 37(iii), 89(ii), 122(ii) & Appendix V-A

**Discussions—Oral or Personal . . . . .**

30, 31 &amp; 133

**Disposal—**

Checks on delays in — . . . . .	117 & 130
Definition of final — . . . . .	65(ii)
Marking of — of primary receipts . . . . .	37(ii), (iii) and 122
— cases by B. O. . . . .	27
Powers of S. O. regarding — of cases . . . . .	26(ii)(b)

<b>Division, Secretariat</b> . . . . .	Intro. 6
<b>Docketing</b> . . . . .	84

**Draft—**

D. F. A. Slip to be attached to — . . . . .	47(ii)
Enclosures to be sent to be indicated on — . . . . .	47(iv)
Examination of — to see that it is letter-perfect . . . . .	51(iii)
Form of — reply to Parliament Question . . . . .	144(ii)
“Immediate” — to be entered in Issue Diary in red ink . . . . .	52(ii)
Indication to be given on the — of the enclosures copies of which are available and need not be typed . . . . .	47(v)
Initialling of — by officers in token of approval . . . . .	47(viii)
Lengthy and complex — to conclude with a summary . . . . .	45
Marking of — for issue . . . . .	51
Number of space typed copies required to be indicated on — . . . . .	51(iii)
Placing of — on a case . . . . .	95(ii)
Priority marking on — . . . . .	49
Procedure when more than one — is to issue from the same file . . . . .	51(ii)
Reference to previous relevant correspondence to be made in — . . . . .	47(iii)
Return of — after issue . . . . .	59(i)
Standard skeleton forms for — . . . . .	48
Time limit for replies to important communications to State Governments etc. to be generally indicated in the — . . . . .	47(vii)
Wording of — . . . . .	45

**E**

<b>Economy slips</b> . . . . .	57(v)(d)
<b>Election Commission</b> . . . . .	Intro. 20
<b>Enclosures—</b>	

Attaching of — . . . . .	55
Attention of the typist, comparer and despatcher to be drawn to — by diagonal strokes in the margin . . . . .	47(iv) & 54 (vii)
Checking of — by the Receipt Clerk . . . . .	4(iii)

Checking of — to receipts by dealing Assistant . . . . .	21 (ii)
Despatch of — . . . . .	57(iii)
Number of — to be indicated at the end of the draft . . . . .	47(iv)
<b>Endorsement</b> . . . . .	47(iii) & 72
<b>Envelopes</b> . . . . .	See "Cover"
<b>Examiner</b> . . . . .	54 & 56
<b>Express Letter</b> . . . . .	78
<b>External Affairs Ministry—Monthly note for Indian Missions abroad</b> . . . . .	39

**F****File(s)—**

Bringing of receipts on current — . . . . .	23
Constituents of — . . . . .	80
Destruction of recorded — . . . . .	114 & 115 (iii)
Editing and printing of Class "A" — . . . . .	110
Linking of — . . . . .	93
List of — . . . . .	114 & App. V-A
Marking of — for "reminder" . . . . .	65(iii)
Marking of — for suspense . . . . .	65(iii)
Marking of previous & later references on — covers . . . . .	109(iv)
Movement of — belonging to a Section . . . . .	89(i)
Movement of — belonging to other Departments . . . . .	89(ii)
Numbering of — . . . . .	85(iii)
Opening of — under approved standard Heads . . . . .	85(ii)
Opening of new — . . . . .	85, 97 & 101
Page numbering of — . . . . .	81
Part — . . . . .	87
Place of recorded — on a case . . . . .	95(v)
Preservation of — of historical value . . . . .	108
Recording of — . . . . .	106 & 109
Referring of — u. o. to other Ministries, etc. . . . .	See "Unofficial Files"
Requisition for recorded — . . . . .	113
Separate — for each distinct subject . . . . .	86
Serial numbering of correspondence — . . . . .	83
Subject or title of — . . . . .	85(ii), 97(ii), 99, 100, 102 & 109(i)

	PARA No.
Use of Priority labels/marking on — . . . . .	94
Use of reference slips on — . . . . .	92
Volumes of — . . . . .	80
Weeding of recorded — . . . . .	114
<b>File Register</b> . . . . .	22, 51(i), 65(i), 85(ii) 88, 89, 109(v), 114, 125(ii) & Ap- pendix V-A
<b>Filing of Papers</b> . . . . .	91
<b>Finance Act</b> . . . . .	Intro. 13
<b>Finance Accounts</b> . . . . .	Intro. 16
<b>Financial Admn.—Fundamental Features</b> . . . . .	Intro. 8
<b>Foreign Governments—Correspondence with</b> . . . . .	139
<b>Forms Specimen—</b>	
Abstract of Control Chart . . . . .	App. I(17)
Abstract showing the number of cases pending dis- posal for over a month in a Section . . . . .	App. I(21)
Annual return of inspections . . . . .	App. I(28)
Assistant's Diary . . . . .	App. I(5)
Call Book . . . . .	App. I(22-A)
Control chart showing disposal of 'primary' receipt . . . . .	App. I(16)
Demi-Official letter . . . . .	App. IV(4)
Despatch Register for local Dak sent locally by hand . . . . .	App. I(9)
Despatch Register for Postal Dak . . . . .	App. I(8)
Endorsement . . . . .	App. IV(6)
Express letter . . . . .	App. IV(11)
File Register . . . . .	App. I(12)
Invoice . . . . .	App. I (2)
Inspection Questionnaire . . . . .	App. VIII
Issue Diary . . . . .	App. I(6)
Letter . . . . .	App. IV(1)
Legislative proposals for Parliament . . . . .	App. I(29)
List of Files . . . . .	App. I(15)
List of Periodical Returns and Reports . . . . .	App. I(26)
Memorandum . . . . .	App. IV(3)

Monthly arrear statement in respect of work relating to indexing and recording of files . . . . .	App. I(23)
Monthly statement of cases pending disposal for over a month . . . . .	App. I(20) & (20-A)
Notification . . . . .	App. IV(7)
O. M. . . . .	App. IV(2)
Press Communique/Note . . . . .	App. IV(9)
Receipt Register . . . . .	App. I(1)
Register of Inter-Sectional References . . . . .	App. I(4)
Register of assurances given in Parliament . . . . .	App. I(27)
Resolution . . . . .	App. IV(8)
Requisition for Service Postage Stamps . . . . .	App. I(10)
Savingr in . . . . .	App. IV(11)
Section Diary . . . . .	App. I(3)
Sectional Note Book . . . . .	App. I(14)
Service Postage Stamps Account Register . . . . .	App. I(11)
Statement of periodical returns and reports . . . . .	App. I(25)
Statement showing the number of cases pending disposal for over a month in a Ministry . . . . .	App. I(22)
Statistical abstract of "Primary" receipts received and disposed of . . . . .	App. I(17)
Telegram— . . . . .	App. IV(10)
U. O. Memo/Note . . . . .	App. IV(5)
Weekly arrear statement— . . . . .	App. I(19)
Work sheet— . . . . .	App. I(7)
<b>F. R.</b> . . . . .	80 and 92(iii) & (iv)

**Gazette of India** . . . . . 74 and 75

**Government Business—Allocation & Transaction** Intro. 5

#### **Grants—**

Annual demands for— . . . . .	Intro. 12 & 14
Supplementary, excess or additional— . . . . .	Intro. 14

#### **H**

**Holidays—Receipts of dak on—** . . . . . 3

## I

**Immediate Labels** . . . . . 94

**Index—**

Compilation of annual—	. . . . .	101 & 104
Constituents of—slip	. . . . .	97
Examples of—slips	. . . . .	100
Main and subsidiary—slips	. . . . .	104
Preparation and custody of—slips	. . . . .	101
Standard—heads and subheads	. . . . .	97 & 98
Titles of—slips	. . . . .	97(ii), 99, 101 & 103

**Indexing—Monthly arrear statement of :** . . . . . 126

**Indian Missions Abroad—Monthly note for** . . . . . 39

**Information—**

Procedure for communication of official—to press	. . . . .	154 & 161
Unauthorised communication of official—prohibited	. . . . .	159

**Information Officer—Functions** . . . . . 155

**Inspections—**

--of Admn/Ests Sections	. . . . .	166
Annual return of—	. . . . .	170
Authorities responsible for—	. . . . .	167
—Cash Sections	. . . . .	166
—of General Sections	. . . . .	166
Periodicity of—	. . . . .	166
Programme of—	. . . . .	168
Purpose of—	. . . . .	165
Questionnaire to be used for—	. . . . .	166
Special or Supplementary—	. . . . .	166

**Inter-sectional Movement Register** . . . . . 20 & 89 (iv)

**Interim Replies** . . . . . 4 (ii)

**Inter-Sectional References** . . . . . 12, 20 & 89(iv)

**Invoice of Receipts** . . . . . 7

**Issue—**

Action after—	. . . . .	65
---------------	-----------	----



	PARA No.
Constituent processes of— . . . . .	50
Docketing of— . . . . .	84
Marking of Serial number on an— . . . . .	83
—of U. O. Files . . . . .	60
Significance of the term — . . . . .	50
<b>Issue Diary</b> . . . . .	52

## J

<b>Joint Secretary</b> . . . . .	Intro. 6, 8(ii), 28, 42 & 125(v)
----------------------------------	-------------------------------------

## L

### Legislation—

Concurrent List . . . . .	Intro. 4
Manuscripts of files dealing with—not to be destroyed . . . . .	108
Procedure to be followed in Ministries regarding — . . . . .	147
Residuary Powers . . . . .	Intro. 4
States List . . . . .	Intro. 4
Union List . . . . .	Intro. 4
<b>Letter</b> . . . . .	67
<b>Linking of files</b> . . . . .	93

## M

<b>Meetings, Inter-Departmental</b> . . . . .	138
---	-----

### Members of Parliament—

Communications to—to issue with the approval of Secretary—Joint Secretary . . . . .	42
Communications from—to be given high priority. . . . .	42
—etc. to be acknowledged if not promptly answered . . . . .	41(i)
<b>Memorandum</b> . . . . .	60
<b>Minister(s)—</b> . . . . .	
Allocation of business among— . . . . .	Intro. 5
Cases disposed of without reference to— . . . . .	32
Council of— . . . . .	Intro. 3
Note of—to be referred to as “Minute” . . . . .	24(ii)

	PARA No.
Summary to be put up on cases submitted to—	29
<b>Ministry</b> . . . . .	Intro, 6
<b>Monthly Arrear Statement in respect of Indexing and Recording</b> . . . . .	126
<b>Monthly statement of cases pending disposal over a Month</b> . . . . .	125
<b>Monthly Summary for the Cabinet.</b> . . . .	38
<b>Movement Register, Inter-Sectional</b> . . . .	89(iv)

## N

<b>National Archives—(Central Sectt. Record Room)</b>	112, 113-A & 113-B
<b>Night Duty Clerk</b> . . . . .	3

### Notes—

Appendix to . . . . .	80(ii) & 95
By Branch Officer . . . . .	27
By Deputy Secretary . . . . .	28
Confidential character of— . . . . .	137
Definition . . . . .	24
Docketing . . . . .	84
General instructions regarding— . . . . .	36
Interchange of—between officers of the same Department to be discouraged . . . . .	30
Page numbering of— . . . . .	81
Part of file . . . . .	80(i)
Placing of—portion of a file on a case . . . . .	95
Procedure of writing—on U. O. files . . . . .	34(ii)
Reproduction <i>verbatim</i> or paraphrasing or summarising of—to be avoided . . . . .	36(i)
Routine— . . . . .	34(ii), 90, 95(vi) & 131
Sectional— . . . . .	36(iv)
<b>Notification</b> . . . . .	73, 75 & 157(ii)

## O

<b>Office Memorandum</b> . . . . .	68
------------------------------------	----

	PARA No.
<b>Orders—Maintenance &amp; periodical weeding of spare copies</b> . . . . .	116
<b>O. &amp; M. Division</b> . . . . .	123(iii), (iv), 125 (viii), 169 & 170
<b>O. &amp; M. Unit</b> . . . . .	123(ii), (iii), 125(vi), (viii), 126, 168(ii) & 170

## P

### Pads—

Dak for perusal to be submitted in special— . . . . .	13
For signature . . . . .	56
<b>P. U. C.</b> . . . . .	36(i), 65(ii), 80, 87 (i), (ii) & 92(iii), (iv)

### Parliament—

Adjournment & other motions . . . . .	150
Amendments (Government) to bills, resolutions, motions etc. . . . .	151
Assurances, Promises and Undertakings given by Ministers in — . . . . .	153
Discussion on matters of urgent public importance . . . . .	149
Laying of papers on the Table of either House of — . . . . .	144-A
No-day-yet named motions . . . . .	149(ii)
Notices of Government amendments to bills, resolutions & other motions . . . . .	151
Procedure & Conduct of Business . . . . .	140
Procedure for legislation . . . . .	147
Resolutions . . . . .	148
Scrutiny of — Proceeding . . . . .	152
Statement by Ministers on matters of public importance . . . . .	146
Subordinate legislation . . . . .	152
<b>Parliamentary Affairs Department</b> . . . . .	147, 148, 149 & 153
<b>Parliamentary &amp; Legal Affairs Committee of Cabinet</b> . . . . .	148(v)

**Parliament Questions—**

Action on advance copies . . . . .	143
Communication of relevant facts to the Sectt. of the House concerned . . . . .	143(iii)
Correction of replies given by Ministers . . . . .	152(iii)
Indexing of — . . . . .	103
Interim replies . . . . .	144(v)
Intimation of disallowance or withdrawal . . . . .	143(iv)
Laying of Statement on the Table of the House . . . . .	144(iii) & (vi)
Note for Supplementaries . . . . .	144(ii)
Preparation of draft reply . . . . .	144(i)
Priority for— . . . . .	145
Published documents referred to in reply to — to be placed in Parliament Library in advance . . . . .	144(iv)
Request for postponement of the date of reply . . . . .	144(v)
Short Notice — . . . . .	145
Supply of fair copies of reply to the Sectt. of the House . . . . .	144(vi)
Submission of advance copies to Secretary . . . . .	143(ii)
Submission of draft reply for Minister's approval . . . . .	144(vi)
Transfer of mis-addressed — . . . . .	143(i)
Types of — and Conditions of admissibility . . . . .	141
Peon-Book . . . . .	2(iv), 58-A(ii) & App. V-A

**Permits for entry in Government offices . . . . .** 164

**Personal Assistant . . . . .** 2(ii) & (iii) 18 and  
56(i)

**Personal Section of Minister . . . . .** 2(iii)

**Postage Stamps . . . . .** See Stamps.

**Precedents . . . . .** 25

**President . . . . .** Intro. 2 & 3, &  
para 46(i)

**Press—**

Communication of information to the — . . . . .	154 & 161
Conferences . . . . .	158
Information Bureau . . . . .	154, 158

## PARA No.

Communique/Note . . . . .	. 76 & 157(i)
Releases—Forms and instructions for handling . . . . .	. 157

**Primary Receipts—**

Abstract of — . . . . .	. 123
Control Chart . . . . .	. 121 & App. V-A
Definition . . . . .	. 118
Sub-Division of — into two classes . . . . .	. 119

<b>Prime Minister</b> . . . . .	Intro. 3 & 5
---------------------------------	--------------

**Priority—**

Degree of — to be allotted to Parliament Questions . . . . .	145
Degree of — to be allotted to Signature Pads . . . . .	56(i)
Degree of — to be allotted to Movement of dak . . . . .	18
Marking on Drafts . . . . .	49
Labels/markings on files . . . . .	94
Marking on telegrams/Telephone Trunk calls . . . . .	77(iv)
Review and revision of — marking. . . . .	94(v)

<b>Private Secretary</b> . . . . .	2(iii), 18 & 56(i)
------------------------------------	--------------------

<b>Promises &amp; Undertakings given in Parliament</b> . . . . .	. 153
--	-------

<b>Public Account</b> . . . . .	Intro. 9(ii)
---------------------------------	--------------

<b>Public Accounts Committee</b> . . . . .	Intro. 17
--	-----------

<b>Publications, Official</b> . . . . .	. 157(iii) & 160.
---	-------------------

**R****Receipts—**

Abstract of Primary — . . . . .	. 123
Acknowledgement of — . . . . .	. 2(iv)
Acknowledgement of — by Sections . . . . .	. 7
Bringing of — to a current file . . . . .	. 23
Classes of — not required to be diarised . . . . .	. 11
Classification of — . . . . .	. 8(i) & 118
Description of — . . . . .	. 1
Diarising of — . . . . .	. 9
Distribution of — among Sections . . . . .	. 7

	PARA No.
Disposal of — by B. O. at the dak stage . . . . .	14(ii)
Docketing . . . . .	84
Enclosures to — . . . . .	4 & 21(ii)
Initial examination of — by Assistants . . . . .	21
Instructions by officers as to the line of action on — . . . . .	17
Inter-Sectional — . . . . .	12
Invoice of — . . . . .	7 & App. V-A
Marking of disposal of primary — . . . . .	37(ii) & (iii) & 122
Marking of Serial Numbers on — . . . . .	83
Marking of — by S. O. to dealing Asstts.. . . .	8(iii)
Movement of — for which no file has been opened in the Section . . . . .	89(ii)
Primary — . . . . .	37, 92(iii) & 123
Primary or Subsidiary — Definition . . . . .	119
Procedure for dealing with — concerning more than one section . . . . .	21(iii)
Registration of — . . . . .	6, 9 & 12
Remarks of Branch and higher officers on — to be copied on the notes portion . . . . .	36(iii)
Selection of — for submission to higher officers for perusal . . . . .	8(ii)
Stamping, marking & sorting of — . . . . .	5
Subsidiary receipts . . . . .	118
Treatment of — missent to a section . . . . .	9(iii)
Treatment of — disclosing audit objections or concern- ing audit paragraphs . . . . .	Note below 8(ii)
Treatment of — wrongly addressed to a Department. . . . .	41(i) (b)
Watch on the progress of action on important — by S. O. . . . .	18
<b>Receipt Clerk</b> . . . . .	2, 4 & 5
<b>Receipt Register</b> . . . . .	6 & 115(ii)
<b>Record(s)—</b>	
Custody of — . . . . .	111-112
Departmental Standing Orders showing period for which — should be preserved . . . . .	115(iii)

	PARA NO.
— of historical value . . . . .	108
Marking of files for — . . . . .	65(ii) & 106(ii)
Preservation of — of historical value . . . . .	108 & 115
Procedure for requisitioning — . . . . .	113, 113-A & 113-B
Weeding of — . . . . .	114
<b>Recording—</b>	
Classification . . . . .	106(ii) & 109(v)
Definition . . . . .	106(i)
Monthly arrear statement . . . . .	126
<b>Referencing</b> . . . . .	92 & 109(ii)
<b>Register—</b>	
Assistant's Diary . . . . .	37 & App. V-A
Despatch Register for dak . . . . .	57(iv), 58(i), 58-A(i) & App. V-A
File Register . . . . .	88 & App. V-A
Issue Diary . . . . .	52 & App. V-A
Movement Diary of Stenos/P. As. & P. Ss. . . . .	89 & App. V-A
Peon-Book . . . . .	2(iv), 58-A(ii) & App. V-A
Receipt Register . . . . .	6
Register of Inter-Sectional References . . . . .	12
Register of Periodical Returns, Reports etc. . . . .	129(i)
Register of Assurances . . . . .	153 & App. V-A
Section Diary . . . . .	9 & App. V-A
Sectional Note Book . . . . .	105 & App. V-A
Service Postage Stamps Accounts Register . . . . .	62(ii) & App. V-A
<b>Registry</b> . . . . .	See "Central Registry".
<b>Reminder and Suspense Diary</b> . . . . .	128 & App. V-A
<b>Replies—</b>	
Interim . . . . .	41(ii) & 144(v)
Tabular consolidation of — to be started as they begin to arrive . . . . .	40
Target dates for — to important communications to be prescribed . . . . .	40 & 47(vii)

**Reports and Returns—**

Abstract of Control Chart of Sections . . . . .	123
Annual return of inspections . . . . .	170
Monthly arrear statement relating to Indexing & Recording . . . . .	126
Monthly note for Indian Missions abroad . . . . .	39
Monthly statement of cases pending disposal for over a month . . . . .	125
Monthly summary for Cabinet . . . . .	38
Numerical abstract of cases pending disposal for over a month . . . . .	125(viii)
Statement of action taken on promises and undertakings given to the Parliament . . . . .	153(ii)
Statistical abstract of Primary Receipts for the Ministries . . . . .	123(iv)
Weekly arrear Statement . . . . .	124(ii)
Weekly statement of cases disposed of without reference to the Minister . . . . .	32

<b>Reports official—Issue of</b> . . . . .	157 & 160
--	-----------

<b>Requisition of Recorded Files</b> . . . . .	113, 113-A & 113-B
--	--------------------

**Resolutions—Non-Official—**

Communication of relevant facts to the Sectt. of the House concerned on receipt of notice of — . . . . .	148(iii)
Preparation of a brief for Minister . . . . .	148(iv)
Submission of brief for the orders of Parliamentary and Legal Affairs Committee of Cabinet . . . . .	148(v)

<b>Resolution as a form of Official Communications</b> . . . . .	74 & 157(ii)
--	--------------

<b>Resolution in Parliament</b> . . . . .	148
---	-----

<b>Resident Clerk</b> . . . . .	3
---------------------------------	---

<b>Routine Notes/Papers</b> . . . . .	34, 90, 95(vi) & 131
---------------------------------------	----------------------

<b>Rules of Business</b> . . . . .	Intro. 5
------------------------------------	----------

<b>Running Summary of facts</b> . . . . .	28-A, 29 & 36(ii)
---	-------------------

**S**

<b>Savingram</b> . . . . .	79
----------------------------	----



## PARA No.

**Secret or Top Secret Papers—**

Receipt and opening of covers containing — . . . . . 4

Registration of — . . . . . 6

**Secretary** . . . . . Intro. 6 and 28, 42  
and 125(v)

**Section** . . . . . Intro. 6

**Section Diary** . . . . . See "Diary".

**Section officer—**

Action which — is authorised to take independently . 26(ii)

Approval by — of recording of files and their classifica-  
tion . . . . . 106(ii) & 109

Approval by — of list of standard heads and addi-  
tions and alterations thereto . . . . . 85(i)

Approval by — of priority marking on drafts . . . . . 49

Approval by — of titles of files . . . . . 101

Approval of — or higher officer to be obtained before  
despatching papers to officers' residences . . . . . 94(vi)

Arrangements by — for periodical weeding of unwant-  
ed spare copies under personal supervision . . . . . 116

Delegation of authority to — . . . . . 26(ii) & (iii)

Duties of — of Central Registry . . . . . 5, 52(iv), 53, 62  
(iii) & 63

Examination by — of drafts before issue . . . . . 51(iii)

Examination by — of recorded files before destruction 114(i)

Examination by — of Register of Periodical Returns. 129(iv)

Indication by — of cases to be included in weekly  
statement of cases disposed of without reference  
to Minister . . . . . 32

Indication by — whether clean copy of draft neces-  
sary as an office copy . . . . . 51(iii)

Indication by — of number of spare typed copies of  
draft required . . . . . 51(iii)

Indication by — on each draft the number of drafts  
issuing from a case at one time . . . . . 51(ii)

Initialling or signing of notes by — . . . . . 24(iii) & (iv)

Indication of action by — on certain receipts . . . . . 17(ii)

Inspection by — of Assistant's racks and tables . . . . . 130

Inspection by — of Issue Diary . . . . . 52(iv)

	PARA No.
Inspection by — of Section Diary and Inter-Sectional Movement Register . . . . .	20
Inspection by — of Stamp Account Registers . . . . .	62(ii) & (iii) & 63
Instructions by — for dealings with difficult cases . . . . .	17(ii)
Marking of classification on receipts by — . . . . .	120
Marking of drafts for issue by — . . . . .	51
Marking of receipts to Assistants by — . . . . .	8(iii) & 14(iii)
Perusal of dak by — . . . . .	8
Responsibility of — for maintenance of Sectional Note Book . . . . .	105 & 106(iii)
Responsibility of — for observance of security instructions . . . . .	162
Responsibility of — for expeditious disposal of work and submission of accurate arrear and disposal returns . . . . .	130
Review by — of priority markings/labels on u.o. files . . . . .	94(iv)
Scrutiny by — of notes written by Assistants . . . . .	26(i)
Scrutiny by — of Register of Periodical Return and its submission to Branch Officer . . . . .	129(iv)
Scrutiny by — of weekly and monthly arrear statements . . . . .	124(iii) & 125(iv)
Signing of communications by — . . . . .	26(iv)
Submission by <i>selected</i> — of specified types of cases direct to Deputy Secretary . . . . .	33(iii)
Watch by — on progress of action on important receipts . . . . .	19
Watch by — on hold-up in movement of dak . . . . .	18
<b>Sectional Note Book</b> . . . . .	22, 105 & 106(iii)
<b>Sectional Notes</b> . . . . .	36(iv)
<b>Security Instructions</b> . . . . .	159-164
<b>Service Postage Stamps</b> . . . . .	“Satmps”
<b>Signature Pads</b> . . . . .	56
<b>Spare copies—Maintenance and destruction of—</b> . . . . .	116
<b>Stamps—</b>	
Account to be kept of — used . . . . .	58(vi)
Affixing of — on covers to be sent by post . . . . .	58(iv)

	PARA No.
Checking & Inspection and Physical verification of —	62(ii), 63 & 64
Ordinary Postage — . . . . .	63
Service postage — . . . . .	58(iv) & 62(i)
<b>Standard Heads of Subjects</b> . . . . .	85
<b>State Government—</b>	
Officer competent to make communications to — . . . . .	43
Target date to be prescribed for replies to important communications addressed to — . . . . .	47(vii)
<b>Statistical control chart of Primary Receipts</b> . . . . .	37 & 121
<b>Stencil—</b>	
Instructions regarding — cutting . . . . .	54(x)
When should be cut . . . . .	54(viii)
<b>Stenographer</b> . . . . .	2, 18, 56 (i) & 89 (iii)
<b>Subordinate offices</b> . . . . .	Intro. 7 & 135
<b>Subsidiary Receipts—Definition</b> . . . . .	118(ii)
<b>Subject or Title of Files</b> . . . . .	85 (ii), 97 (ii), 99, 100, 102 & 109(i)
<b>Summary (Running) of facts</b> . . . . .	28-A, 29 & 36(ii)
<b>Summary for Cabinet</b> . . . . .	38
<b>Summary for Minister</b> . . . . .	29
<b>Sunday &amp; Holidays—Receipts of dak on—</b> . . . . .	3
<b>Supplementary Grants</b> . . . . .	Intro. 14
<b>Suspense and Reminder Diary</b> . . . . .	128 & App. V-A

## T

### Telegrams—

Cypher and Code — . . . . .	77(iii) (b)
Diarising of — in red ink . . . . .	10(iii)
Drafts of — to be entered in Issue Diary in red ink . . . . .	52(ii)
En Clair — . . . . .	77(iii) (a)
Post copies — . . . . .	11(iii) & 77(v)
Priority marking — . . . . .	77(iv)
<b>Title of File</b> . . . . .	97(ii) & 100
<b>Typing—Instructions regarding—</b> . . . . .	54

	PARA No.
<b>Typists—</b>	
Distribution of work among — . . . . .	53
General Instructions for — . . . . .	54
Return of unfinished work by — to S. O.. . . .	53(ii)
Typing of initials by — on fair copies . . . . .	54(ix)
Worksheet showing work allotted to — . . . . .	53(i) & App. V-A

## U

<b>Under Secretary . . . . .</b>	<b>See “Branch Officer.”</b>
----------------------------------	------------------------------

### **Union Territories —**

Communications to — . . . . .	43-A
Legislation in respect of — . . . . .	App. VII

### **Unofficial Files/Reference—**

Authority competent to send — to another Ministry	134
Challan of — referred to other Ministries . . . . .	60
Diarising of — . . . . .	10(ii) & (iii)
Filing of — . . . . .	91(ii)
Issue of — . . . . .	60
Linking of entries of — in the Section Diary . . . . .	10(ii)
Manner of dealing with — on their return . . . . .	16
Movement of — . . . . .	89(ii)
Procedure regarding noting on — . . . . .	34
Record of view taken or advice given — to be kept . . . . .	34

44

## W

<b>Weekly Arrear Statement . . . . .</b>	<b>124</b>
<b>Weekly Statement of cases disposed of without reference to the Minister . . . . .</b>	<b>32</b>
<b>White Paper . . . . .</b>	<b>157(iii)</b>
<b>Worksheet for Typists . . . . .</b>	<b>53 &amp; App. V-A</b>

लाल बहादुर शास्त्री राष्ट्रीय प्रशासन प्रकाशनी, पुस्तकालय  
Lal Bahadur Shastri National Academy of Administration, Library

**मसुरी**  
**MUSSOORIE.**

यह पुस्तक निम्नांकित तारीख तक वापिस करनी है।

**This book is to be returned on the date last stamped.**

[illegible]

651.0202  
 Cen  
 वर्ग संख्या  
 Class No. \_\_\_\_\_  
 लेखक  
 Author Id. in. Original  
 शीर्षक  
 Title Manual of Office

11089  
 ग्रन्थसंख्या  
 Acc. No. 11089  
 पुस्तक संख्या  
 Book No. \_\_\_\_\_

651-0202 LIBRARY 35

Cen LAL BHADUR SHASTRI  
 National Academy of Administration

3rd ed. MUSSOORIE

Accession No. 110890

1. Books are issued for 15 days only but may have to be recalled earlier if urgently required.
5. An overdue charge of 25 Paise per day per volume will be charged.
3. Books may be renewed on request at the discretion of the Librarian.
5. Periodicals, Rare and Reference books may not be issued and may be consulted only in the library.
5. Books lost, defaced or injured in any way shall have to be replaced or its double price shall be paid by the borrower